

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 20 February 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm**

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

**In attendance:** Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold) & Nick Holder (Bowerhill), 1 Member of public and 1 Berryfield Village Hall Committee Member (part of meeting)

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

**405/22 Welcome, Announcements & Housekeeping**

Councillor Glover, Chairman welcomed everyone to the meeting and went through the evacuation procedures for the building in case of a fire.

**a) Melksham Neighbourhood plan / Town Centre Master Plan consultation – deadline 19 March**

The meeting was reminded that an informal Neighbourhood Plan consultation was currently under way, with consultation boards available in the café area of the Melksham Community Campus, the Town Hall, as well as online. Paper copies, as well as online questionnaires were available.

**b) Wiltshire Wildlife Community Energy Café to be held at Berryfield Village Hall on Tuesday 21 March (early afternoon)**

There will also be a representative from the Centre for Sustainable Energy who was able to offer specific advice for mobile homes, as well as an insulation company and Selwood Housing who were the main social housing providers in the Berryfield and Bowerhill areas.

**c) Melksham Area Board to be held on Wednesday 8 March at 7pm at the Campus**

This is billed as a Place Shaping event, and there will be workshops on the Melksham Neighbourhood Plan and the Town Centre Master Plan as well as Community Asset Transfers on the agenda. The joint grant application from the parish and town council towards their Age UK commissioned project is also being considered at the meeting.

**d) Bowerhill Bomber 10k race at Bowerhill Sports Field on Sunday 26 February**

The meeting was informed the race was due to take place on 26 February if anyone wished to cheer the runners on or take part!

**406/22 To receive apologies and consider approval of reasons given**

Apologies were received from Councillor Hoyle due to work commitments.

**Resolved:** To note and accept the reasons for absence.

Councillor Glover asked if Members were happy to move agenda item 12 regarding the signing of Berryfield Village Hall lease further up the agenda as members of the Village Hall Committee were present, which Members agreed.

**407/22 New Berryfield Village Hall project: To approve and sign the village hall lease with the Berryfield Village Hall Trust ready for letting to users from Tuesday 21 February**

The Clerk suggested two minor changes to be made by hand, following discussing earlier with the council's solicitors. The trustees at the meeting were happy with the changes to be made.

- The start date on the lease be changed to 21 February 2023 to enable the hall to open for bookings the following day.
- Clause 1.15 amended to read as follows:

A reference to writing or written does not **mean** email unless previously agreed between the parties.

Councillor Glover stated he had queried Clause 7 relating to reviewing the peppercorn rent which had been clarified by the council's solicitors, Wellers Hedley, who had stated the Council did not need to review the rent. However, this was not how he read the clause, therefore, he suggested the letter of explanation from the solicitors be attached to the lease as a way of clarification, in case this issue was queried again in the future.

It was noted the Trustees were happy with the lease, having seen the explanation from the Council's solicitors after also querying Clause 7.

**Unanimously Resolved:** To approve the lease with the amendments suggested by the Clerk and for the letter of explanation from the Council's Solicitor regarding the rent review to be attached to the Lease.

For Councillors Glover and Pafford as Chair and Vice Chair respectively to sign the lease and drawing.

Shona Holt and Lucy Key, as Chair and Treasurer of Berryfield Village Hall Trust respectively sign the Lease and drawing.

The lease counter parts were signed by the councillors and trustees and the keys to the village hall passed to the trustees present. Congratulations were passed to all involved with the new hall project, and to the volunteers who would now be running the hall.

Both Councillors Shona Holt and Richard Wood as members of the Berryfield Village Hall Trust declared a non-pecuniary interest in this item.

Lucy Key, Treasurer of the Berryfield Village Hall Committee left the meeting after signing the Lease.

#### **408/22 Invited Guests:**

Standing Orders were suspended to allow invited guests to speak to this item.

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

Councillor Holder updated Members on the Area Board meeting which was due to be held on Wednesday, 8th March at 7.00pm at Melksham Campus and hoped Melksham Without Councillors would be present, particularly as the grant application for £5,000 to cover the seed funding for the Melksham Community Support Worker commissioned from Age UK by the parish and town councils would be considered at the meeting.

Councillor Holder explained he had attended the recent Pathfinder Place Residents Association meeting, at which a formal constitution had been approved with a general agreement of issues faced by residents with both Taylor Wimpey and Remus (Management Company).

With regard to the request for safety equipment around the attenuation pond, this had now been installed, the issues with the pedestrian crossing had also now been resolved

Councillor Holder explained he had met with the Clerk to discuss speeding concerns on Pathfinder Way, Bowerhill with the Highways Officers being jointly contacted to ask for clarification around the speeding issues and the possibility of installing double yellow lines on both Maitland Place and Newall Road and the junction of Pathfinder Place. A Highway Officer was due to undertake a site visit shortly and would report back their findings in due course.

Councillor Holder explained he had met with the Headteacher of Bowerhill Primary School along with Councillor Harris in his capacity as

Chair of Bowerhill Village Hall Trust to look at issues regarding car park access, with an idea on how this could be alleviated, however, a conversation needed to be held with Highways on whether this was feasible and if funding was available, as it would require significant capital funding.

In the interim, a copy of the school travel plan had been shared with the Headteacher advising it would need to be updated, as it was 15 years out of date and sent to Wiltshire Council, which the Headteacher agreed to do. The Headteacher had asked for a meeting with the Education Department to help understand the likely timings of the proposed new primary school at Pathfinder Place.

With regard to the footpath to the rear of Melksham Oak School, Councillor Holder explained funding of £100,000 was available via Section 106 contributions. However, costs had increased to £450,000, particularly as requests had been made by both the town council and parish council and unfortunately Wiltshire Council did not have the additional funding.

Councillor Holder explained he had had some robust conversations with Michelle Donelan MP who was very keen for the footpath to be commissioned and asked her to go back to Central Government to ask if there was any prospective Active Travel funding to cover the shortfall, particularly as Melksham did not receive any funding from the scheme when announced. He understood Phase 4 funding had now been announced and hopefully the MP could put a bid in for this funding.

Councillor Glover sought clarification how the costs had risen so much.

Councillor Holder explained he had requested a detailed breakdown of the figures and once received would bring these back to the parish council for information.

Councillor Glover clarified the inclusion of lights along the footpath had been included in the original Section 106 Agreement for the 450 dwellings East of Melksham and sought clarification when the £100,000 for the scheme was set aside.

Councillor Richardson sought clarification if the figure quoted was part of a competitive tender process.

Councillor Holder was unclear on when the £100,000 funding was set aside for the footpath scheme and whether the £450,000 quote was part of a competitive tender process.

It was clarified at a recent meeting the parish council had stated they were keen for the footpath to be installed with or without the lights and the pedestrian crossing, which could all be done at a later date.

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

Councillor Alford informed the meeting he had been in discussions with residents of Beanacre following concerns they raised regarding vibrations they were experiencing to their properties, which they felt was caused by a broadband provider digging trenches for fibre optic cabling adjacent to their properties. Discussions were still ongoing between the broadband provider and residents and would update the council in due course on progress.

With regards to the Area Board meeting, Councillor Alford explained Richard Rogers, Strategic Engagement and Partnership Manager would give an update and gain feedback on what residents want to see in Melksham going forward. There would also be an update on Melksham's Neighbourhood Plan, Town Centre Masterplan, the various Wiltshire Council sites which would become available in the town and community asset transfers with regard to the Bowls Club and Cricket Club, as well as an update on how the tennis courts would be managed to the rear of Melksham House.

Councillor Alford provided an update on the Local Highways & Footpath Improvement Group (LHFIG) with regard to improvements to the footway at Dunch Lane adjacent to George Ward Gardens, explaining £20,000 funding was available via the Section 106 Agreement for George Ward Gardens for the improvements. A plan was prepared to for improvements from Dunch Lane to Shaw, however, it fell short of the estimated £30,000 required and therefore additional funding was found with the Town Council putting in £1,500. A 165m section of footpath would be resurfaced and widened and hedges cut back. The work would take approximately 2 weeks to complete and require a road closure, during the school Summer holidays, as less people would be using the footpath in order to access the school.

It was hoped to undertake a Phase 2 works from Shaw Farm entrance into Shaw to widen the rest of the footpath, which was not in as bad a condition as the rest of the footpath, however, there were a few constraints with this section, such as boundary walls etc.

With regard to Wiltshire Council's budget, Councillor Alford explained most local authorities were going to the maximum increase they could, at 4.99%. However, unlike other authorities, Wiltshire Council were not using reserves to cover any shortfall in their budget and therefore, Wiltshire Council were in a much healthier position than most local authorities.

Councillor Alford noted Wessex Water were starting their mains drainage project in Beanacre, including the installation of a pumping station on the corner of Westlands Lane with the A350 and had requested additional screening of the site with trees.

With regard to the Area Board meeting there would also be an update on the roundabout connecting the new road East of Melksham with Spa Road by Andy Thompson and Chris Clark of the Wiltshire Council Highways team.

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

The Clerk explained a report had been received from Councillor Jonathon Seed and would circulate in due course.

Councillor Shea-Simonds asked if councillor representation was sought for the new Pathfinder Place residents' group.

Councillor Holder explained the group had primarily been set-up to liaise with the management company, Remus, to hold them to account with regards to what they are contractually and legally obliged to deliver via residents' 'annual ground rent'. However, he had been asked to join the group.

The Clerk explained the chair of the group had been in touch to ask if they needed to formally do anything with the parish council. The Clerk had informed them they did not, however, if they wished their minutes to be published on the parish council's website, the council were happy to do this; as would give transparency and would be easy to find via an internet search.

Councillor Alford explained Remus were also the management company for George Ward Gardens, with George Ward Gardens also forming their own residents' group and therefore it might be useful for both groups to liaise with each other.

Standing Orders were reinstated.

**409/22 a) To receive Declarations of Interests**

Members noted Councillors Holt & Wood had declared a non-pecuniary interest in agenda item 12 regarding Berryfield Village Hall Lease.

Councillor Richardson declared a pecuniary interest in item 15(b) regarding proposals for a new Whitley Store in the car park of the Pear Tree Inn by Whitley Community Hub; as a shareholder in the group.

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

None.

**410/22 To consider holding items in Closed Session due to confidential nature Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (Agenda item 7b, 11b, 11d, 11f)ii), 12) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted**

The Clerk advised there were no confidential notes regarding the Full Council meeting on 23 January 2023 for approval and as item 12 regarding the signing of Berryfield Village Hall Lease had already taken place and there were no contentious issues, this item also fell.

The Chair asked that items 11(b), 11(d) and 11(f)(ii) be held in closed session after item 16.

**Resolved:** For items 11(b), 11(d) and 11(f)(ii) to be held in closed session as they related to contractual or legal matters.

#### **411/22 Public Participation**

The one member of public present did not wish to speak.

#### **412/22 a) To approve the Minutes of the Full Council Meeting held on 23 January 2023.**

Councillor Baines sought an amendment to Min 371/22a) regarding approval of Planning minutes of 16 January, which should have read: 'the minutes of the 16 January Planning Committee will be approved at the **20 February Full Council** meeting and not 23 January.

**Resolved:** With the above amendment to approved and for the Chair to sign the Full Council minutes of 23 January 2023.

#### **413/22 Planning**

##### **a) To approve the Minutes of the Planning Committee meeting held on 16 January & 6 February**

Councill Baines sought an amendment with regard to the Planning Committee Minutes of 16 January 2023 with regard to Min 342/22 stating

the post meeting note referred to planning application PL/2022/09253 and not **PL/2022/09301**.

**Resolved:** To approve the Planning Committee minutes of 16 January and 6 February 2023 with the suggested amendments and for the Chair to sign.

Councillors Alford and Holder left the meeting at 7.48pm.

**b) To formally approve Planning Committee recommendations of 16 January & 6 February**

With regard to item Min 385/22 regarding the recommendation relating to planning application PL/2022/02749 and contacting the residents of Shails Lane, Councillor Richardson asked whilst writing to residents of the lane, to inform them they may wish to approach the Area Board, as an example, for a grant in order to purchase a gate to install at the end of Shails Lane. This proposal was seconded by Councillor Chivers, however, following a vote the proposal fell and the substantive recommendation remained and was approved.

With regard to Min 389a(ii) of the 6 February minutes to contact Wiltshire Council to ascertain if the Local Plan would be allocating landscape/green gaps between settlements, the Clerk explained as a Neighbourhood Plan Steering Group meeting was taking place later in the week she had already contacted Wiltshire Council for a response, who had confirmed they would not be allocating strategic landscape/green gaps between settlements, therefore, a question would be asked of the Steering Group to allocate landscape/green gaps in the Neighbourhood Plan.

The Clerk explained she had already contacted the Bowood View Management Company to say approximately 2 or 3 responses had been received against the installation of a footbridge across to the adjacent development out of 150 dwellings contacted. However, the feeling of the Planning Committee was that 135 people had not responded and therefore they should really have been noted in the “no objection” figures.

**Resolved:** To formally approve the recommendations contained with the Planning Committee minutes of 16 January and 6 February.

**414/22 Highways**

**a) To note update on funding of the Local Highway & Footway Improvement Groups (LHFIG)**

Members noted the issues Wiltshire Council were having in recruiting additional highway staff to assist with project delivery via the Local Highway & Footway Improvement Groups (LHFIG) and that a decision had been made that any uncommitted funds held by LHFIGs would stay with

the groups and rolled into 2023/24, rather than having to be returned to Wiltshire Council as in previous years.

**b) To consider roundabout sponsorship proposals by Melksham Town Council**

Melksham Town Council had contacted the parish council stating they wished to start offering some roundabouts for sponsorship. However, some were split between the town and parish and therefore, the Town Council had provided several options with regard to a way forward.

It was noted the Parish Council had tried several times to offer sponsorship to various businesses when approached, however, when advised they would be responsible for maintaining the roundabouts and making sure their contractor had the appropriate street works licence, they had withdrawn their offer of sponsorship.

The Clerk reminded Members the Section 96 licence for the ex Carson's Tires roundabout on the A365/A350 junction on Western Way had expired and therefore the parish council were currently paying for its maintenance after a previous 'gentlemen's agreement' that the parish council would take on this roundabout and the Town Council the one near the Mobile Home Park, which was also shared between the two councils.

The Clerk reminded members as per the terms of the Section 96 Licence any roundabouts needed to be returned to their original condition and therefore the parish council would have to pay to remove the planting and replace with grass. It was noted the annual costs of maintaining this roundabout was £2000, with the cost of reinstating to its original condition at c£700.

**Resolved:**

1. To inform Melksham Town Council that the parish council are happy for the town council to seek sponsorship for all the roundabouts that are shared between the two parishes; in terms of both the sponsorship received and the maintenance costs and initial planting and signage costs.
2. To ask Melksham Town Council if they would also like to take on the ex 'Carson Tyres' roundabout at the A365/A350 junction on Western Way under the same arrangement; as already planted and maintained.

**c) To note response from B&NES on advisory signage approaching a change of speed limit and consider next steps**

Members noted the response from Bath & North East Somerset Council (BANES) with regard to permissions for advisory signage approaching a change of speed limit in Bathford which had stated the signage had been

in-situ for many years and was possibly introduced with insufficient reference to sign regulations in place at that time.

Discussion ensued on the following:

- Similar instances of advisory signage installed in Wiltshire.
- Information contained in the Department for Transport (DfT) guidance on advisory speed signage.

Members therefore noted the information contained within the response from Bath & North East Somerset Council.

#### **415/22 Finance:**

**a) To note Receipts & Payments reports for January and reimbursement of expenses incurred by the Clerk in February**

Councillor Glover explained the Clerk had incurred expenses of £1,970.88 relating to neighbourhood plan consultation materials and had been reimbursed outside the normal pay run.

The Clerk highlighted to Members that the £250,000 had been transferred from the Lloyds account to the Unity account, which had been authorised at a previous meeting, with £300,000 from the Lloyds account then being moved into a fixed term deposit and £89,000 into a short term deposit.

The reports also showed the 2<sup>nd</sup> and 3<sup>rd</sup> payments to Melksham Town Council for Community Infrastructure Levy (CIL) receipts relating to the East of Melksham development.

**Resolved:** To note the Receipts & Payments reports for January.

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

**Resolved:** For Councillors Shea-Simonds and Holt to be online signatories for February payments.

**c) To consider requests for possible Wessex Water community mitigation funding**

Correspondence had been received from Corsham Cricket Club who lease the cricket field adjacent to St Barnabas Church, Beanacre Community Group and St Barnabas Church themselves suggesting various projects the community benefit funding from Wessex Water in relation to their Mains Drainage project in Beanacre could be spent on.

This included improvements to highway safety in Westlands Lane to tackle speeding concerns of residents.

The Clerk explained she had responded to say a decision had already been made on what projects to suggest to Wessex Water for funding, with Wessex confirming the two options that they were taking forward. The comments regarding speeding concerns and suggestions for highway improvements could go to the next Highways Committee for consideration.

It was noted the cricket club were asking for additional fencing around their pitch. The Clerk had enquired how many people from Beanacre use the pitch and it had been confirmed it was mainly people from Corsham but the club were actively trying to recruit more people from the local area.

With regard to speeding concerns on Westlands Lane, the Clerk explained two metro counts had been undertaken in 2010 and 2016, with the most recent metro count highlighting an 85<sup>th</sup> percentile speed of under 30mph. Thus, they did not meet the eligibility criteria for either Community Speed Watch or the Speed Indicator Device.

Councillor Baines noted if the parish council agreed to a traffic survey, this should not take place until after the works had been completed by Wessex Water.

It was noted the Parish Council had not been informed by Wessex Water how much funding was being offered, just that they had requested projects for consideration. The projects that Wessex Water were considering funding was the installation of village gates on the entrance to Beanacre from Lacock on the A350, and moving the gate from the play area path to the church's boules court and community use field.

**Resolved:** To defer this item until more information was known on the funding on offer from Wessex Water, as part of their main drainage scheme at Beanacre.

**d) To consider opening a Unity Trust savings account to accrue interest and agree amount to transfer if approved**

The Clerk explained following investigations by the Finance & Amenities Officer that there was an opportunity to earn some interest if the Council opened a Unity Trust savings account. The council did not hold enough funds to be able to make fixed term deposits at Unity Bank but currently 2% interest was available on a Unity Trust savings account, which had instant access and no fees. Funds could easily be transferred to and from

the current account, which would need to take place as no transactions can be made from the savings account.

**Resolved:** To approve the parish council opening a new Unity Trust Instant Access Savings account and to delegate to officers transferring an appropriate amount.

**416/22 Asset Management:**

**a) To approve the Asset Management Committee Minutes of 6 February 2023**

**Resolved:** To approve and for the Chair to sign the Asset Management Committee minutes of 6 February 2023.

**b) To approve the Confidential Notes to accompany the Asset Management Committee meeting minutes held on 6 February 2023**

**Resolved:** To approve and for the Chair to sign the Confidential Notes accompanying the Asset Management Committee meeting minutes of 6 February.

**c) To approve the Asset Management Committee recommendations of 6 February 2023**

**Resolved:** To approve the recommendations contained within the Asset Management Committee minutes of 6 February 2023, including Min 403/22 relating to the reinstatement of the ex Carson's Tyres roundabout, on condition Melksham Town Council do not want to take it on as per minute 414/22(b)/22 above.

**d)C Arising from Min 396(a)/22 To consider next steps with regular hirer of Bowerhill Sports Field**

Held in closed session.

**Resolved:** To make a claim through the Small Claims Court to retrieve the outstanding debt of £2,070 and continue to seek a meeting with the hirer on a way forward.

**e) Arising from Min 396(b)/22 To approve quotation for electrician and plumber for installation of the drinking water fountain**

A report from the Finance & Amenities Officer which included quotes to install a drinking water fountain at Bowerhill Sports field had been circulated to Members for information. Quotes were as follows:

Plumbing	£792.40 + VAT
Electrical	£500.00 + VAT
<b>TOTAL</b>	<b>£1,292.40 + VAT</b>

Concern was expressed at the high cost of installing one electric socket.

**Resolved:** To accept the quote received from MIW Water Cooler Experts to plumb in the drinking water fountain and to seek further quotations for the electrical work. To give delegated powers to the Clerk to instruct the electrical work to be undertaken if costs are under £500.

#### **f) Play Areas**

##### **i) Arising from Min 395(b)/22 To approve quotation of £1,802.46 + VAT to undertake edging repairs to Kestrel Court Play area.**

**Resolved:** To approve a quotation received J H Jones & Sons of £1,802.46 + VAT to undertake edging repairs to Kestrel Court play area.

##### **ii) Arising from Min 395(f)/22 To approve and sign the legal transfer of the Whitworth Play Area (if received)**

Held in closed session.

The Clerk explained the Council had previously sought answers to the following questions, with the Council's solicitor coming back earlier that day with a response:

- Can the Council access the back of the play area to cut grass? The solicitors had responded to say yes.
- Can the safety surfacing be made wider beyond the fence line at a later date? The solicitors had responded to say the Council did not have permission and therefore would have to seek permission now in order to extend it in the future.

The Clerk stated she had asked the solicitor at the same time about the tarmacked path in the play area and they had responded to say they could tie this in as part of a condition of the legal transfer.

##### **Resolved:**

1. To not approve the lease at present, with the outstanding queries to be resolved.
2. To request the ability to extend the safety play area surfacing beyond the fence line in the future.
3. To request that Bellway tarmac the play area footpath as previously agreed as part of a condition of the Land Transfer.

##### **iii) To note outcome of Site Inspection of Davey play area, Pathfinder Place - now ready for adoption**

Councillor Pafford explained both himself and the Clerk had met with Steve Hawkins, Wiltshire Council to inspect the play area and noted

everything was in good order, therefore the Completion Certificate would be issued by Wiltshire Council as soon as possible in order for the parish council to take over the play area.

The Clerk informed the meeting once adopted the council would maintain the play area, noting there was no grass inside the play area for cutting or bins to empty, as these were outside the play area. A maintenance contribution of £58,000 via the Section 106 Agreement for Pathfinder Place would be due to the parish council.

The Clerk informed the meeting a site visit of Pathfinder Place was due to take place the following day with the project manager for the site, if any Members wished to join her.

**iv) To approve revised costs for legionella testing 2023-2024.**

A revised quotation of £1,500 + VAT (£125 per month) had been received to undertake 12 visits, 2 legionella samples a year and 3 microbiological samples a year at the Pavilion, Bowerhill Sports Field.

Councillor Glover reported the costs had gone up by 9% but this was the first increase in 6 years.

**Resolved:** To approve the quotation of £1,500 + VAT for legionella testing for 2023-2024 from Aquasafe and to continue to pay monthly on invoice.

**417/22 Policies/Procedures**

**a) To approve Standing Orders (27b) following a resolution at Full Council on 23rd January that polling cards are not issued when there is a casual vacancy election.**

It was noted it had been agreed at the Full Council meeting in January 2023 to change Standing Order 27b to not issuing polling cards when there is a casual vacancy election; these are at the cost of the parish council. Standing Order amendments have to stand adjourned until the next Full Council meeting.

**Resolved:** To approve Standing Order 27b be revised as follows:

Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. **Election promotion will be via a full page advert in Melksham News plus the methods in 27a to advertise a vacancy.**

**b) To consider amending Standing Order 11e(i) regarding confidential notes to reflect current practice**

As agenda packs were now sent out electronically, the Clerk had

suggested an amendment to Standing Order 11e(i) as follows:

**A Confidential Note for a related Minute will be marked 'confidential' and included in the electronic agenda pack (councillor version) as a confidential item.**

The Clerk explained previously confidential notes/information had been circulated at meetings. However, as agendas were now sent out electronically, this was not the case as the officers were already including other confidential papers in the councillor agenda pack; this differed to the public agenda pack.

The Clerk noted the confidential notes for consideration at this meeting were 4 pages long and therefore if they had been circulated at the meeting it would make it difficult for Members to have time to read them and be in a position to approve them as an accurate record.

It was suggested as members downloaded their agenda packs in order to navigate more easily during meetings, they should delete these after the meeting, as they were easily accessible if someone were able to access their laptop.

Following discussion, it was:

**Resolved:** To defer this item for discussion at an IT Working Party meeting.

**c) To consider whether to continue holding two meetings on the same evening and to approve amended dates for 2022/23 & 2023/24**

On 6 February, two meetings had been held on the same evening. Councillor Wood explained that having chaired the first meeting (Planning) he felt the meeting had been rushed in order to be finished in time to enable the next meeting to take place at its published start time of 7.45pm and felt Members needed to be aware of the time available for debate and to move the meeting along quickly. At that time he had requested that the council review its standard practice of holding two meetings on one evening.

Councillor Wood highlighted that often members of the public turned up to Planning Committee meetings regarding particular planning applications and felt it was not good practice to curtail their discussions.

Councillor Pafford also expressed concern at having to rush the meeting, noting that it was very difficult to know how much time to allocate to a particular meeting and suggested the Chairs of both meetings decide what time the meetings start/finish, bearing in mind the matters to be discussed on the agenda.

Councillor Glover noted it was difficult to know how much time to allocate to each meeting, as often what looked like a short agenda was often not in reality.

The Clerk explained officers took a judgement call on timings of the second meeting, unfortunately at the last Planning meeting, whilst there were revised plans for a planning application for a significant housing development it was understood the changes were minimal. However, it was not until the evening itself that it was noted there was a significant change to one of the plans and members of the public were present wishing to speak to the application.

The Clerk noted once the time of the second meeting had been published, even if the first meeting finished early, the meeting could not start until the published time of the meeting.

Councillor Shea-Simonds wondered if there was merit in having Planning as a stand alone meeting on a Monday evening, given these meetings were usually the most contentious.

The Clerk explained comments for Planning applications had to be made within 21 days, meetings were scheduled to take place every 3 weeks and therefore, given bank holidays as well as other meetings these may have to take place on a different day of the week.

Debate ensued on whether to hold meetings on the same evening or otherwise.

Councillor Glover suggested the timing of the second meeting should be 8.00pm to give enough time for the Planning meeting.

It was noted the Asset Meeting held on 6 February had quite a lengthy agenda and therefore it was suggested that perhaps Asset Management meetings take place more frequently throughout the year.

The Clerk explained unfortunately officers more often than not, did not know what Planning applications would be up for consideration until the week before.

It was noted if there was a heavy meeting it could impact on the meeting to follow.

The Clerk explained she had not looked at revising the 2023/24 meeting dates, given the meeting schedule was being discussed this evening and therefore might have had to be revised anyway. However, a Full Council meeting was required in order to approve grants, prior to them being handed out at the Annual Parish meeting on 3 April and potentially had moved this to 27 March, but would

confirm with Members in due course.

The Clerk also explained that since the dates for 2022/23 had been agreed, an agreement had been made Staffing meetings would only take place as and when required, and therefore the proposed meeting on 27 February was cancelled.

**Resolved:** To continue with the practice of holding two committee meetings as scheduled on the same evening, and to approve the amended meeting reschedule for 2022/23.

#### **418/22 King's Coronation Celebrations**

**a) To consider if the Parish Council wish to hold celebratory events for the King's Coronation in May**

Members noted the various national and local events proposed to celebrate the King's Coronation in May.

Councillor Richardson explained Community Action Whitley & Shaw (CAWS) had decided not to put on specific celebratory events over the Coronation weekend, given other events taking place locally and therefore, would encourage people to attend these events.

Councillor Harris informed the meeting Bowerhill Village Hall Committee were considering screening the event with refreshments provided, that would be provided free of charge.

Councillor Glover sought a steer from Members if they wished the parish council to organise their own event in the parish, bearing in mind, limited staff resources and the fact the various areas of the parish were dispersed.

**Resolved:** For the parish council not to put on an event to celebrate the King's Coronation and encourage people to take part in events taking place locally and circulate information on celebrating the Coronation to the various community groups in the parish.

Councillor Russell left the meeting briefly during this item.

**b) To approve quote for planting of Queen's 70<sup>th</sup> Jubilee trees and to consider if to rename as Coronation trees?**

The Clerk explained the Council had previously agreed in principle to plant Jubilee trees in the following locations, once permission from the relevant landowners had been given, unfortunately a quote for the trees had yet to be sourced:

- Bowerhill Sports Field
- Pathfinder Place

- New Berryfield Village Hall
- 'Triangle' in Berryfield Park

The Clerk explained she had spoken to T W Landscapes to see if it was still feasible to plant this time of year or whether to wait until November but was awaiting a response and therefore sought a steer from Members if the planting of the trees had to wait until November, if the Council still wished to call the trees Jubilee trees or whether as the Coronation of the King was taking place in 2023, call them Coronation trees.

Councillor Richardson asked if the same contractor would be able to plant the trees, Community Action Whitley & Shaw (CAWS) were looking to plant in various locations around Shaw and Whitley, which had been donated from a local garden centre.

The Clerk stated she would ask the contractor if this was possible, but Community Action Whitley & Shaw (CAWS) would have to cover additional costs or write to the parish council suggesting the costs are covered by the parish council which would then have to go to a future meeting for consideration.

**Resolved:** To continue to call the trees Jubilee Trees and to ascertain from the contractor the best time of year to plant them.

To suggest to Community Action Whitley & Shaw (CAWS) they write to the parish council requesting the parish council cover their costs of planting trees in and around Shaw and Whitley.

#### **419/22 Community projects/partnership organisations:**

- a) To note Mains Drainage event being held by Wessex Water on Tuesday 21 February at Whitley Reading Rooms for those eligible to make connection**

Members noted the Wessex Water event due to take place the following day between 4pm-7pm at Whitley Reading Rooms. Both the Clerk and the Finance & Amenities Officer would be on hand to offer support.

- b) To note proposals for developing a new Whitley Store in the car park of the Pear Tree Inn by Whitley Community Hub**

Members noted Whitley Community Hub proposals to develop a new Whitley Store in the car park of the Pear Tree Inn.

It was noted there were proposals to install solar panels on the portacabin and therefore listed building consent might be required.

- c) To approve the revised Age UK Service Level Agreement and Job Description and resolution to proceed with commissioning of service. To note grant application to the Area Board (8 March) for funding for this joint project with the Town Council**

Councillor Glover stated the job description needed to be amended in line with the service level agreement in that it talked about the Melksham area, rather than the town and parish areas.

It was noted the Clerk had suggested the Service Legal Agreement be amended to state each Council would be contributing £11,500 rather than £9,000 as stated. With the Clerk clarifying a grant application of £5,000 had been made to the Area Board, which would be considered at their meeting on 8 March and if approved, would reduce the costs each council would contribute.

**Resolved:** To approve both the Service Legal Agreement (with the proposed change to the figure each council will be contributing ie £11,500) and the Job Description; to commission an Age UK Community Support Senior Project Worker at a cost of £23,000 (costs split £11,500 each between the Town Council and Melksham Without Parish Council to be reduced to £9,000 each if the grant to the Area Board is approved at their meeting on 8 March)

#### **420/22 What have we done to meet the Climate Friendly agenda?**

- a) To consider update on Wilts & Berks Canal 'Bee Route' project on Semington Road and approve Section 96 licence**

Councillor Glover explained there were two options available to create wildflower verges along Semington Road ie ask Wiltshire Council not to do any maintenance of the respective verges in order to encourage wildflower growth, however this did not allow for anyone to do their own work. The other option was a Section 96 licence which would enable someone else to maintain the verges.

The Clerk confirmed it had been clarified in order to work on the highway or adjacent to it, a Streetworks Licence would be required if machinery was to be used, and adequate public liability insurance cover had to be in place. It would be for the parish council to ensure their contractor carried out works in a safe and competent manner.

Councillor Baines raised concern at the parish council applying for the Section 96 Licence, if the Wilts & Berks Canal Trust were to stop maintaining the verges in the future, which would mean the parish council then having to restore the verges to their original condition prior to the Licence being granted.

The Clerk stated that the old Semington Road had been added to the weed spraying contract and therefore sought a steer if Members

wished to remove this part of Semington Road from the contract.

It was suggested to consider whether to include this part of Semington Road when the weed spraying contract was next discussed.

**Resolved:** To seek clarification from Wiltshire Council if the parish council would have to put back the verges to their original condition if the parish council relinquished the Section 96 Licence.

To inform Wilts & Berks Canal Trust of the need for an up to date Streetworks Licence and adequate public liability insurance cover, not less than £5m.

The member of public left the meeting at 9.15pm.

**b) To consider request for street lights to be turned off at night on this stretch of Semington Road**

The Clerk explained at the recent site meeting with Howard Yardy, Wilts & Berks Canal Trust he had noted the street lights were on all night and therefore had requested if the lights between the Police Station and Semington Bridge could be switched off a night in order to protect wildlife, such as bats.

**Resolved:** To request Wiltshire Council switch off the lights along Semington Road between the Police Station and Semington Bridge at night in order to protect wildlife.

Meeting closed at 10.06pm

Signed:.....  
Chair, Full Council 27 March 2023

Date: 06/02/2023

## Melksham without Parish Council Current Year

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Time: 11:16

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 10

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>645,446.06</b>					<b>645,446.06</b>	
V3126-BACS	Banked: 05/01/2023	10.00						
V3126-BACS	The Whitehorse Federation	10.00			1130	110	10.00	Inv.312- Hire of Meeting MO
V3128-BACS	Banked: 11/01/2023	60.00						
V3128-BACS	Allotment Holder	60.00			1310	310	60.00	Plot 10A & B BYF Rent
V3129-BACS	Banked: 12/01/2023	25.00						
V3129-BACS	Wiltshire Council	25.00			1130	110	25.00	Inv.312- Meeting room hire
500171-CAS	Banked: 19/01/2023	30.00						
V3130 (46)	Allotment Holder	30.00			1320	310	30.00	Allotment Plot 12 BSF
500170-BAC	Banked: 19/01/2023	298.93						
V3131-BACS	HM Land Registry	16.00			4680	170	16.00	Reimburse for NHP land search
V3132-BACS	Arthur J Gallagher	192.93			4282	220	192.93	Reduction in Pav insurance
V3133	AFC Melksham	60.00			1210	210	60.00	Inv.313- 8th January match
V3134	Allotment Holder	30.00			1320	310	30.00	Briansfield plot 15 rent
500169-CHQ	Banked: 19/01/2023	24.00						
V3135	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land searches
V3136	HM Land Registry	4.00			4680	170	4.00	Refund for NHJP Land search
V3137	HM Land Registry	4.00			4680	170	4.00	Refund for NHP search
V3138	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land search
V3139	HM Land Registry	4.00			4680	170	4.00	Refund NHP Land search
V3140	HM Land Registry	4.00			4680	170	4.00	Refund for NHP search
V3127-BACS	Banked: 24/01/2023	2,108.95						
V3127-BACS	HM Revenue & Customs	2,108.95			105		2,108.95	December 22 VAT return
V3141-BACS	Banked: 30/01/2023	60.00						
V3141-BACS	Staverton Rangers	60.00			1210	210	60.00	Inv.316- Pitch hire
<b>Total Receipts for Month</b>		<b>2,616.88</b>	<b>0.00</b>	<b>0.00</b>			<b>2,616.88</b>	
<b>Cashbook Totals</b>		<b>648,062.94</b>	<b>0.00</b>	<b>0.00</b>			<b>648,062.94</b>	

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**Payments for Month 10****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2023	Grist Environmental	V3116-DD	161.97		27.01	4770	220	134.96	Inv.P94916- B'hill Waste Nov
03/01/2023	Water 2 Business	V3117-DD	37.16			4323	320	37.16	Briansfield allotments water
18/01/2023	Plusnet	V3114-DD	36.60		6.10	4190	120	30.50	Inv.007-Office Line & WiFi
24/01/2023	Unity Bank	V3119-6105	250,000.00				220	250,000.00	Top up CHQ to Unity
30/01/2023	Fixed Term Deposit	20485401	300,000.00				210	300,000.00	V3122- Transfer to fixed term
30/01/2023	Fixed Term Deposit	20485402	89,000.00				210	89,000.00	V3123-Transfer to fixed term
31/01/2023	Suez	V3113-DD	42.56		7.09	4770	220	35.47	Inv.579-JSF Waste away
<b>Total Payments for Month</b>			639,278.29	0.00	40.20			639,238.09	
<b>Balance Carried Fwd</b>			8,784.65						
<b>Cashbook Totals</b>			<u>648,062.94</u>	<u>0.00</u>	<u>40.20</u>			<u>648,022.74</u>	

Date: 06/02/2023

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>431,633.70</b>					<b>431,633.70</b>	
V3125-BACS	Banked: 13/01/2023	503.80						
V3125-BACS	Sirus Telecom	503.80			4190	120	503.80	Deposit returned
<b>Banked: 24/01/2023</b>		<b>250,000.00</b>						
V3119-6105	Current Account & Instant Acc	250,000.00			200		250,000.00	Top up CHQ to Unity
<b>Total Receipts for Month</b>		<b>250,503.80</b>	<b>0.00</b>	<b>0.00</b>			<b>250,503.80</b>	
<b>Cashbook Totals</b>		<b>682,137.50</b>	<b>0.00</b>	<b>0.00</b>			<b>682,137.50</b>	

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Date: 06/02/2023

## Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/01/2023	Teresa Strange	V3124- S/O	5.30		0.88	4190	120	4.42	Out of hours Mob reimburse
10/01/2023	Melksham Town Council	V3096-BACS	150,000.00			4582	142	150,000.00	2OF3 CIL Payment-East Spa Rd
11/01/2023	EDF Energy	V3118-DD	294.00		14.00	4302	220	280.00	Pavilion electricity
13/01/2023	Melksham Town Council	V3097-BACS	15,029.94			4582	142	15,029.94	3 of 3- CIL Payment-East Spa R
13/01/2023	SLCC	V3098-BACS	30.00			4055	130	30.00	CiLCA- Parish Officer
13/01/2023	Plusnet	V3115-DD	24.92		4.15	4384	220	20.77	Inv.002-Pavilion Line & WiFi
17/01/2023	UnityTrust Bank	V3112-DD	211.56		27.08	4120	120	4.70	Postage- signed for letters
						4680	170	6.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	3.00	NHP Heritage & Green space sea
						4680	170	6.00	NHP Heritage & Green space sea
						4175	120	81.00	Office 365 Subscription
						4190	120	41.44	Office phone subscription
						4175	120	1.00	Web hosting
						4120	120	14.35	Postage budget papers
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly fee
27/01/2023	Wiltshire Council	V3099-BACS	2,593.25			4270	140	2,593.25	961 Office rent-1.1.23-31.3.23
27/01/2023	IAC Audit & Consultancy Ltd	V3100-BACS	474.00		79.00	4100	120	395.00	Inv.1570- Internal Audit 22-23
27/01/2023	Agilico	V3101-BACS	54.75		9.12	4130	120	45.63	Inv.792- Office photocopying
27/01/2023	Jens Cleaning	V3102-BACS	282.00			4381	220	282.00	Inv.1070-Pavilion cleaning
27/01/2023	JH Jones & Sons	V3103-BACS	1,604.65		267.44	4402	320	60.15	Inv.3207-Allotment Grass cutti
						4400	142	221.90	Inv.3207-Play Area grass cutti
						4780	142	52.50	Inv.3207-Play Area bin emptyin
						4781	220	79.58	Inv.3207-JSF Bin emptying
						4401	220	692.17	Inv.3207-JSF Grass cutting
						4400	142	34.66	Inv.3207-Kestrel Shrub
						4409	142	163.33	Inv.3207-Hornchurch Grass
						4820	142	32.92	Inv.3207-SHF Grass cut
						347	0	-32.92	Inv.3207-SHF Grass cut
						6000	142	32.92	Inv.3207-SHF Grass cut

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Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/01/2023	HM Revenue & Customs	V3104-BACS	2,440.63			4041	130	793.74	Period 10- January 2023
						4000	130	301.38	Period 10- January 2023-NI
						4000	130	456.00	Period 10- January 2023-T
						4020	130	131.07	Period 10- January 2023-NI
						4020	130	193.60	Period 10- January 2023-T
						4010	130	145.44	Period 10- January 2023-NI
						4010	130	216.20	Period 10- January 2023-T
						4460	142	165.00	Period 10- January 2023-T
						4800	320	18.20	Period 10- January 2023-T
						4070	120	20.00	Period 10- January 2023-T
27/01/2023	Wiltshire Pension Fund	V3105-BACS	1,975.05			4045	130	1,488.47	Period 10 January 2023
						4000	130	231.37	Period 10 January 2023
						4020	130	124.13	Period 10 January 2023
						4010	130	131.08	Period 10 January 2023
27/01/2023	Teresa Strange	V3106-BACS	████████		4.53	4000	130	████████	January 2023 Salary
						4680	170	488.00	NHP Mini Newsletter print
						4680	170	28.75	Refreshments for NHP consultat
						4582	142	61.77	Refreshments BYF V Hall Openin
						4130	120	199.30	Bowood View/ defib printing
						4155	120	13.45	Refreshments for Defib trainin
27/01/2023	Lorraine McRandle	V3107-BACS	████████			4020	130	████████	January 2023 Salary
						4120	120	11.35	Postage for Planning & Highway
						4120	120	0.95	Postage for notices to Noticeb
						4120	120	47.50	First Class Stamps
27/01/2023	Marianne Rossi	V3108-BACS	████████		1.08	4010	130	████████	Januray 2023 Salary
						4150	120	13.91	Pens & Pencils- BYF opening ev
27/01/2023	Terry Cole	V3109-BACS	████████			4460	142	████████	January 2023 Salary
						4050	142	47.50	Travel Allowance
						4051	142	38.70	Mileage x86
27/01/2023	David Cole	V3110-BACS	████████			4800	320	████████	January 2023 Salary
						4051	142	4.05	Mileage
27/01/2023	Community Heartbeat Trust	V3120-BACS	210.00		35.00	1190	142	175.00	Inv.15512- Community defib tra
27/01/2023	Wiltshire Publication	V3121-BACS	55.68		9.28	4230	120	46.40	Inv.137- Grant advert
30/01/2023	John Glover	V3111-BACS	30.00			4070	120	30.00	January 2023 Chairs Allowance
31/01/2023	Teresa Strange	V3126-S/O	5.30		0.88	4190	120	4.42	Jan Out of Hours mobile
<b>Total Payments for Month</b>			182,996.03	0.00	452.44			182,543.59	
<b>Balance Carried Fwd</b>			499,141.47						
<b>Cashbook Totals</b>			682,137.50	0.00	452.44			681,685.06	

Total Salaries  
for January 2023

£6,714.16

Date: 06/02/2023

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 30/01/2023	300,000.00						
20485401	Current Account & Instant Acc	300,000.00			200		300,000.00	V3122- Transfer to fixed term
	Banked: 30/01/2023	89,000.00						
20485402	Current Account & Instant Acc	89,000.00			200		89,000.00	V3123-Transfer to fixed term
<b>Total Receipts for Month</b>		389,000.00	0.00	0.00			389,000.00	
<b>Cashbook Totals</b>		<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

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## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		389,000.00						
	<b>Cashbook Totals</b>		<u>389,000.00</u>	0.00	0.00			<u>389,000.00</u>	