

**MINUTES of the Annual Council Meeting of Melksham Without
Parish Council held on Monday 22 May 2023 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market Place,
Melksham, SN12 6ES at 7.00pm**

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

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

In attendance: Wiltshire Councillor Nick Holder (Bowerhill); Paul Carter, Chair, Melksham & District Historical Association.

1/23 Welcome, Announcements & Housekeeping

As outgoing Chair of Council, Councillor Glover welcomed everyone to the meeting.

Councillor Glover congratulated Councillor Alan Baines on 50 years at Melksham Without Parish Council. A gift was presented to Councillor Baines on behalf of the Council, including a copy of the minutes of the meeting held on 20 June 1973, when he first joined the Council, signed by Chairperson Mrs D A Doel, mother of Councillor John Doel.

2/23 Appointment of Chair

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

3/23 To receive the Chair's Declaration of Acceptance of Office

Resolved: Councillor Glover duly signed his Declaration of Acceptance of Office witnessed on behalf of the Council by the Clerk.

4/23 Appointment of Vice Chair

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

5/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Hoyle who had visiting family.

Resolved: To approve and accept the reasons for absence.

- 6/23 To consider holding items in Closed Session due to confidential nature under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item 16b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The Clerk advised that item 16(b), approval of the Confidential Notes to accompany the Full Council meeting held on 24 April 2023 did not need to be held in closed session unless Members wished to amend the notes.

7/23 Declarations of Interest

a) To receive declarations of interest

There were no declarations of interest.

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

None were received.

8/23 Public Participation & Invited Guests

Standing Orders were suspended.

Paul Carter, Chair of the Melksham & District Historical Association

Paul Carter, Chair of the Melksham & District Historical Association, was in attendance to seek support for a museum in Melksham, given the various items pertaining to Melksham and Melksham Without currently stored in various locations.

The Chair of Melksham & District Historical Association explained that a survey to seek interest in a museum was currently taking place. However, even if there was not enough support for a museum, there was still a need to find permanent storage for the various items, which it was hoped could be put on display.

Councillor Glover invited questions from Members:

- What funding is available to support a museum?

A: Funds are available, which came via various sources, such as subscriptions from Members and entry fees to public events/talks.

- Has research been done on the costs involved in running a museum.

A: Research was currently ongoing, with a range of costs being found in running a museum, depending on the type of facility, such as a room

above a Library for instance, as at Purton, costing £700 a year, to a larger museum costing significantly more.

- Varying costs had been noted when investigating the costs associated with a museum, including those for Trowbridge Museum, with running costs being £50,000 a year and Trowbridge Town Council repaying £50,000 per year for a loan for the building

A: The idea for Melksham was to look for something on a smaller scale than Trowbridge Museum and more like Purton, ie sharing a room with another organisation.

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

Councillor Holder provided the following updates:

Local Plan

The Local Plan Review would be put before Cabinet on 11 July and Full Council on 18 July.

Pathfinder Place, Bowerhill

- A Residents' Association meeting would be taking place later in the week, and he would feedback anything necessary to the Clerk.
- Taylor Wimpey would be on site for a further 2-3 months, to undertake remedial works.
- It was understood some of the bins were not being emptied, with the contractor having refused to empty them, as dog waste was included. However, it had been pointed out to them this was part of their contract.
- Chasing outstanding highway issues and what has been agreed regarding remedial activity to be undertaken to resolve these issues.

Speeding outside Melksham Oak

Due to the concerns of speeding outside the school a petition has been launched by Cllr Holder and the school's governing body, asking for Wiltshire Council to reduce the speed limit to 20mph outside the school. Wiltshire Council have indicated, if there is sufficient demand from the public, they

would introduce a 20mph speed limit outside the school; which if supported was hoped to be introduced at the beginning of the academic year 2024.

It was hoped the Parish Council would support and publicise the petition on social media.

Councillor Glover explained as this item was not on the agenda for discussion, it would have to go to the Highway & Streetscene Committee meeting on 5 June 2023 for consideration.

Councillor Glover opened up the meeting for Members to ask questions.

- Will the 20mph speed limit be permanent or just at school time?

A: The petition did not specifically ask this question. However, there is the ability through the amount of cabling for flashing lights. Therefore, there was an opportunity that the speed limit could be introduced during term time and at the beginning and end of the school day only.

- Clarification was sought if a recent social media post, which had shown a diagram of housing in the area proposed for a primary school at Pathfinder Way had been corrected.

A: No more housing would be located on the site proposed for the new primary school. However, in the planning consent, if 10 years after the land had been transferred from Taylor Wimpey to Wiltshire Council, and the school building had not started, the whole of the site earmarked for the school would revert back to the developer for housing.

- Is there a deadline for commenting on the petition?

A: As yet, there is no deadline.

- When will the planning application for the primary school at Pathfinder Place be submitted?

A: It was understood a planning application would be submitted in the Autumn.

- There is potential for traffic congestion on Pathfinder Way, particularly if the new school finishes at the same time as Bowerhill Primary School, therefore a request had been submitted by the Parish Council to the Local

Highway & Footway Group (LHFIG) for waiting restrictions on Pathfinder Way.

A: The Headteacher at Bowerhill Primary School is in the process of updating the School Travel Plan, noting a significant number of children at the school do not live in Bowerhill and therefore, probably travel via car.

Would support the Parish Council's request for waiting restrictions on Pathfinder Way.

Standing Orders were reinstated.

Councillor Glover asked if Members wished to move agenda item 21(a), regarding support for a museum, further up the agenda, which was agreed.

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

Apologies had been received from Councillor Alford who was attending a Full Council meeting of Melksham Town Council.

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

Councillor Glover wished to record the Council's thanks to Councillor Seed, for his support in getting across the Council's concerns and requests for mitigation, relating to planning application PL/2022/02749, for 144 dwellings on land East of Semington Road at a recent Western Area Planning Committee

Resolved: To pass on the Council's thanks to Councillor Seed.

Both Paul Carter, Chair of Melksham & District Historical Association and Councillor Holder left the meeting at this point (7.51pm).

9/23 Standing Orders & Council Policies

- a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (amendments to stand adjourned for adoption at June Full Council meeting)**

The Clerk explained that in line with Standing Orders any proposed amendments to them would have to stand adjourned until the next meeting in June.

It was noted there were a few minor amendments to the Standing Orders with regard to numbering and spacing.

The Clerk explained Financial Regulations have a national figure which had to be the same in both the Financial Regs and Standing Orders and,

therefore, figures quoted in Standing Order 18(a)(v) & 18(c) had changed from **£25,000** to **£30,000**.

There was also an amendment with regard to the figures for public contract regulations: Standing Orders 18(f) & (g), as follows:

18(g): A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of **£181,302** has been revised to **£213,477**

18(f): ...or in excess of **£4,551,413** had been revised to **£5,336,937**.

Councillor Richardson queried whether public bodies had to advertise contracts in the Official Journal of the European Union (OJEU) since Brexit and suspected there was a more updated model of Standing Orders from the National Association of Local Councils (NALC).

The Clerk agreed to investigate.

Resolved: To approve the Standing Orders as amended and for the Clerk to investigate the latest version of Standing Orders from the National Association of Local Councils (NALC).

b) To review and adopt Complaints Procedure

The Clerk explained that as detailed in the Standing Orders the Complaints Procedure had to be reviewed and adopted annually. The only changes since the document was last reviewed in 2022, being the contact details, which required updating.

Councillor Glover explained under paragraph 7 it stated 'if you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of Council' and asked if this could be

amended to read 'you may make your complaint **in writing** directly to the Chair of the Council....'

Resolved: To adopt the Complaints Procedure, with the above amendment.

10/23 Code of Conduct:

a) To note update from Wiltshire Council on its new Code of Conduct and top tips for councillors

Members noted the update from Wiltshire Council on its new Code of Conduct, based on the Local Government Association (LGA) template.

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

Members explored the merits of adopting the new Wiltshire Council model, or keeping to their own version, noting that a review of different models had taken place in May 2021; including the LGA template.

Resolved: To re-adopt the combined Melksham Without Parish Council Code of Conduct & Protocol for Member/Officer Relationship

c) To review social media guidance and policy and adopt

The Clerk explained Wiltshire Council's Code of Conduct had separate guidance on social media use, which stated that if Members did not adhere to guidance, it would be considered as a breach of their code and therefore sought a steer from Members if they wished to have something similar.

Members discussed the merits of the current policy based on their current policy and the Wiltshire Council guidance and policy on social media.

Councillor Richardson queried whether the Parish Council needed to have a Safe Guarding Policy, bearing in mind officer and staff engaged with members of the public.

It was clarified the Parish Council currently had a Lone Working Policy and a DBS Policy already in place that covered some elements of safeguarding.

Resolved: To re-adopt the Melksham Without Parish Council Social Media Policy, as presented. However, if a review of the policy was requested, to place on a future agenda, within the year if necessary.

Councillor Richardson to share Community Action Whitley & Shaw (CAWS) draft safeguarding policy to the Clerk and for the Clerk to

investigate what other parish councils of a similar size, were doing with regard to safe guarding policies.

d) To review “Roles & Responsibilities of a Councillor” and adopt

Resolved: To re-adopt the Roles & Responsibilities of a Councillor, as circulated.

11/23 Parish Council Objectives

a) To review Objectives for 2022/23 and set Parish Council Objectives for 2023/24

Resolved: To adopt the following objectives for 2023/24:

- Melksham Neighbourhood Plan*
 - Implementation, monitor and use of policies in NHP#1.
 - Review of current Plan, production of draft NHP#2, formal consultation and submission to Wiltshire Council
- To input and influence Wiltshire Council’s Local Plan Review*
- To influence and lobby Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years, working with the Wiltshire Area Localism & Planning Alliance (WALPA)
- Water refill points – to progress installation of water refill points at Bowerhill & Shaw sports fields
- To review the Emergency Plan*
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment
- Shurnhold Fields car park and improved entrance project*
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- Progress East of Melksham Community Centre with Melksham Town Council
- Move towards pilot of Real Time Information (RTI) in bus shelters (Mitchell Drive and Melksham Market Place)*

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

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

- To continue to use less paper/become more climate friendly (in line with Wiltshire Council’s goal of being Carbon Neutral by 2030).
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>
- Continue to provide enhanced access to council meetings via remote technology to improve community engagement.

- To obtain mains drainage for Beanacre (Westlands Lane installation already taking place in 2023)
- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass.
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town*
- To seek to obtain higher speed internet access in the parish
- To develop a policy to improve road safety in the parish, maximizing the levers that the council have control or influence over

* Working with Melksham Town Council

12/23 To review and adopt revised Committee Structure & Terms of Reference

The Clerk explained the Terms of Reference had been updated to include 'liaise with Berryfield Village Hall Management Trust' under point 3.4(d) for the Asset Management Committee remit

Resolved: To adopt the current Committee Structure, Terms of Reference and Scheme of Delegation as circulated, with the above amendment.

13/23 Appointment of Committees & Working Parties 2023/24

It was felt the current committee and working party appointments worked well, therefore it was suggested they remain the same.

Resolved: The following committees and working groups were appointed for 2023/24, with the Chair and Vice Chair Ex-Officio of all committees:

a) Asset Management Committee

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

b) Finance Committee

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

c) Highways & Streetscene Committee

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

d) Planning Committee

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, Peter Richardson, David Pafford & Richard Wood

e) Staffing Committee

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

f) Working Parties

Community Resilience Working Party

Councillors John Glover, Rob Hoyle, David Pafford, Peter Richardson & Richard Wood

Shurnhold Fields Joint Working Party (with Melksham Town Council)

Councillors John Glover; David Pafford & Stefano Patacchiola

Office Accommodation Project Working Party

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

(Councillor Stefano Patacchiola as IT rep for this project)

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

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

CIL Sharing Working Party (with Melksham Town Council)

Councillors Alan Baines, John Glover & David Pafford.

Health & Safety Representative

Councillor Stefano Patacchiola

14/23 Appointment of Organisation Representatives 2023/24

Organisations:

Resolved: To appoint the following Council representatives to the following organisations for 2023/24.

Age UK Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall Management Trust	
Shona Holt	
Bowerhill Residents Action Group (BRAG)	R Hoyle (sub: A Russell)
Bowerhill Hall Management Trust	Andy Russell
CCTV Working Group (Town Council)	Stefano Patacchiola

Community Action Whitley & Shaw (CAWS)
CPRE (Wiltshire Branch)
Health & Wellbeing Group (Area Board)
Local Highways & Footpath Improvement Group
Melksham Area Board
Melksham ATC
Melksham Charities/Almhouses

Melksham Hospital & Community (Friends of)
Melksham Joint Neighbourhood Plan Steering Group

Melksham Oak Community School Governor
Melksham Transport User Group
Operational Flooding Working Group
Parish Highways & Street Scene Rep

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

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

Peter Richardson
VACANCY
John Glover
Alan Baines
J Glover & D Pafford
Andy Russell
R Shea-Simonds &
John Doel
R Shea-Simonds
J Glover &
D Pafford (A Baines
& R Wood reserve)
David Pafford
Mark Harris
Alan Baines
Parish Officer –
L McRandle
Officers
Clerk – T Strange
Stefano Patacchiola
(1 of 3 from
Shurnhold Working
Group Reps)
John Doel
Mark Harris
Mark Harris
Rob Hoyle

Footpath Representatives:

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

Terry Chivers
Richard Wood
J Glover & A Russell
Alan Baines
S Patacchiola &
T Chivers

The Clerk queried whether Members wished to consider the representatives on the Neighbourhood Plan Steering Group task groups.

Members felt given the Neighbourhood Plan was about to be approved, the task group representatives on the Steering Group remain the same, in order to keep consistency.

15/23 To approve dates of meetings for 2023/24

A revised list of meeting dates had been circulated to members, which included a new Finance Committee meeting to be held on 12 June and postponed Asset Management Committee meeting to be held on 10 July.

Resolved: To approve the revised list of meeting dates.

a) To approve venue for Annual Parish Meeting 15 April 2024

The Clerk explained Shaw Primary School had been contacted regarding their availability, however, was still awaiting a response.

Discussion ensued on alternative venues, if Shaw Primary School was not available.

Resolved: To allow until the end of term for a response from Shaw Primary School and to have St Barnabas Church, Beanacre, as a backup for the Annual Parish meeting on 15 April 2024 if necessary.

16/23 a) To approve the Minutes of the Full Council meeting held on 24 April 2023

Councillor Glover informed Members that since the meeting, the lights on part of Semington Road had been dimmed as requested and repairs to Shaw Village Hall were due to take place in May half term. Riggs had been appointed to undertake the work and whilst they were not the cheapest, they could meet the necessary timescales.

Resolved: To approve and for the Chair to sign the Full Council minutes of 24 April 2023.

b) To approve the Confidential Notes to accompany the Full Council minutes of 24 April 2023

Resolved: To approve and for the Chair to sign the Confidential Notes accompanying the Full Council minutes of 24 April 2023.

17/23 Planning

a) To approve the Minutes of the Planning Committee meeting held on 15 May 2023

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 15 May 2023.

b) To formally approve Planning Committee Recommendations of 15 May 2023

The Clerk explained the letter to the Traffic Commissioner (Min 519/22) had already been sent, given the short deadline.

With regard to planting at Pathfinder Way and planting of trees, this was on the list to query with the developers.

The comments regarding the Permitted Development Rights consultation (Min 520(b)/22) consultation had already been submitted given the short deadline.

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

18/23 Finance

a) To approve the Minutes of the Finance Committee meeting held on 15 May 2023

Resolved: To approve and for the Chair to sign the Finance Committee Minutes of 15 May 2023.

b) To formally approve the Finance Committee recommendations of 15 May 2023 and a quotation for sports field surface cover if obtained.

The Clerk explained 3 different companies had been contacted regarding insurance cover for Bowerhill Sports Field surface, however, none of them provided such cover. Therefore, the Parish Council would be taking on the risk themselves.

The Clerk queried whether Members wished to put monies in Reserve, given the savings from the insurance cover. However, £47,000 was already in reserves for Bowerhill Sports Field, and £28,000 for replacing equipment which is not be insured such as Wiltshire Council bus shelters, as they no longer replace them when damaged, as well as own items not insured as of a similar value to the excess payment on the policy.

Resolved: To approve the recommendations contained within the Finance Committee minutes of 15 May 2023.

c) To note Income/Expenditure reports for April

It was highlighted all the grant cheques were showing on the report; however, Bowerhill Village Hall had returned their cheque, as they could not use the online cheque deposit due to its value. Therefore, a BACS payment of £5000 had been made instead.

The Clerk highlight half of the Council's precept of £122,635.52 had been received.

Members noted the new instant savings account at Unity had been opened.

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

d) To appoint cheque signatories/online authority for May payments

Resolved: To appoint Councillors Baines and Holt as cheque signatories/online authority for May payments.

e) To approve transfer of funds between bank accounts and fixed term deposits

The Clerk sought approval to transfer £60,000 from the Unity Instant Access Account to the Unity Current Account for cashflow.

The Clerk sought delegated powers, in case of an emergency to be able move money back into the Unity Current Account from the Unity Savings Account

The Clerk informed the meeting £196,000 had been transferred from the Lloyds Account into the fixed term deposit.

Resolved: To approve the transfer of £60,000 from the Unity Instant Access Account into the Unity Current Account and to give delegated powers to the Chair and Vice Chair of Finance to authorise transfer of monies back into the Unity Current Account, if necessary for any urgent payments arising

f) To note new employer pension contribution rates

Resolved: To note the new employer pension contribution rates, an increase from 18.7% to 19.7% for 2023/24.

19/23 Highways

a) To note new guidance for SIDs (Speed Indicator Device) published by Wiltshire Council

It was noted the new guidance would be submitted to the Highways Committee meeting on 5 June 2023 to review.

Councillor Patacchiola explained within the guidance, devices, including ANPR cameras could be put up without a streetworks licence by members of the public and therefore had signed up for the course. A course regarding the installation of the ANPR was not yet available.

- b) To approve Solagen quote to reprogram (old) device (deferred from previous meeting) NB: seeking clarification that the quote allows the device to meet the new guidance**

The Clerk sought delegated powers for the Highways Committee to review and approve the quotation.

Resolved: To give delegated powers to the Highways Committee to approve the quotation if appropriate.

20/23 Asset Management

- a) To note PV battery has now been installed & commissioned at Berryfield Village Hall (last of outstanding works)**

Members noted the PV battery had now been installed but only worked on certain parts of the system when drawing off the battery.

The Clerk explained the final certification from Rigg had been received, and sought approval for payment of £5,905.08 + VAT for the solar battery now this has been commissioned.

The Clerk clarified the 1.5% retention figure remaining would be paid in September, 12 months from start of construction and would be paid out of the Berryfield village hall reserve.

Resolved: To approve the payment of £5,905.08 + VAT for the solar battery from the Berryfield Village Hall budget.

- b) To note following demolition of the former Berryfield Village Hall the area has been re-seeded and the security fencing removed (last of outstanding works)**

Members noted the site of the former village hall had been reseeded and security fencing removed and viewed a photograph of the site.

- c) To note update on Whitworth Play Area under delegated powers**

Councillor Glover explained whilst the play area had now been transferred to the Parish Council by Bellway and the tarmac path installed, unfortunately, the wet-pour safety surfacing was not in a good condition and would most likely have to be replaced, with a report included in the agenda pack, providing an update on recent works undertaken.

It was difficult to understand why Wiltshire Council had accepted the condition of the safety surfacing, when these issues had been pointed out at site visits.

The Clerk stated she had sought a ball park replacement figure, with c£32,500 being advised.

Members expressed frustration at Bellway on this issue and questioned whether anything could be done to make them more accountable.

Councillor Glover felt if Wiltshire Council supported the Parish Council in their concerns that the safety surfacing was substandard, it would then be up to Wiltshire Council to pursue this with Bellway, if they did not, it would be up to the Parish Council to pursue.

It was suggested that this was very much a learning experience, which Wiltshire Council may also wish to bear in mind when dealing with the same developer in other areas of Wiltshire.

The Clerk highlighted the report in the agenda pack, included the following additional costs, associated with the installation of the footpath by the Council's contractor, and had been approved under delegated powers:

£1,300 + VAT (to create suitable sub base for the tarmac to be laid on)
£1,210.50 + VAT (safety surfacing edge repairs)
£263.85 + VAT (to remove Heras fencing)

Total Cost:

Tarmac Pathway and edge repairs	£9,179.92 + VAT
Teen Shelter Surfacing	£1,665.60 + VAT
Removal of Heras fencing around play area	£ 263.85 + VAT
Total	£11,109.37 + VAT

Resolved: To note the extra costs approved under delegated powers and to forward extracts of the report to the Play Area Officer at Wiltshire Council, highlighting the Council's concerns as previously expressed, and highlighting lessons learnt with regard to play area installation.

To make others aware of the difficulties encountered to prevent a repeat occurrence, including the ward member Wiltshire Councillor Seed, and the other Area Board members.

d) To consider aspects of land transfer of Davey Play Area (if received)

The Clerk informed the meeting that she was still awaiting the land transfer documentation; however, both the parish council and Taylor Wimpey solicitors were in discussions.

21/23 Community projects/partnership organisations:

- a) To note 'Melksham Carers' event to be held at the Assembly Hall on Friday 9 June from 4pm-7.00pm and to consider if the Parish Council wishes to be involved.**

Members noted the event to be held on 9 June.

Resolved: For the Parish Council not to have a presence at the event.

b) To consider supporting a request for a Melksham Museum

Following the presentation by the Chair of Melksham & District Historical Association, members considered the proposal for a museum in the Melksham area and noted the financial implications associated with the various options.

Resolved: To support a museum in the Melksham area, subject to the costs involved.

c) To note Sergeant Gemma Rutter has joined Melksham Neighbourhood Policing Team replacing Sergeant James Twyford.

It was noted Sergeant Twyford had moved on to another division of Wiltshire Police.

The Clerk explained it could be useful to re-send the Parish Council's priorities for the parish, such as speeding hotspots and abandoned trailers on Bowerhill Industrial Estate etc.

Councillor Harris reported that as a private individual he was also pursuing the issue of abandoned trailers on Bowerhill Industrial Estate.

Resolved: To re-send the Council's priorities for the parish, including abandoned trailers on Bowerhill Industrial Estate.

d) To receive update on recent meeting with Cash Access UK

Councillor Glover noted the Clerk had attended a recent meeting, in order to make sure rural communities in the parish were taken into account.

Members were asked if they would like to be a representative at any future meetings, however, no volunteer came forward.

22/23 Meeting the Climate Friendly Objective: Works planned at Shurnhold Fields

It was explained a meeting had taken place earlier in June, with both the Drainage Engineer, Wiltshire Council and Wessex Water, to ascertain if the spoils from the drainage works in Beanacre could be used to construct the bunds at Shurnhold Fields for flood prevention.

Councillor Baines reported having attended a recent Flood Ops meeting, Danny Everett, the Principal Drainage Engineer, Wiltshire Council was very

pleased at the prospect of receiving these soils in assisting in building the bund.

Meeting closed at 9.32pm

Signed
Chair, Full Council 19 June 2023

Date: 03/05/2023

Melksham without Parish Council Current Year

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Time: 11:56

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		102,816.89					102,816.89	
V3288-BACS	Banked: 06/04/2023	485.00						
V3288-BACS	Future of Football	485.00			1210	210	85.00	Inv.333 11th April 23 Camp
					1210	210	100.00	Inv.335 W/C 3 April training
					1210	210	80.00	Inv. 335 W/C 10 April Training
					1210	210	100.00	Inv.338 W/C 17 April Training
					1210	210	100.00	Inv.338 W/C 24 April Training
					1210	210	20.00	Inv.339 1st May training
	Banked: 24/04/2023	64,000.00						
20508946	Fixed Term Deposit	64,000.00			210		64,000.00	V3257- Fixed Term Depos return
V3287-INTE	Banked: 24/04/2023	27.62						
V3287-INTE	Lloyds Bank	27.62			1080	110	27.62	Fixed Term interest
V3289-PREC	Banked: 26/04/2023	122,635.52						
V3289-PREC	Wiltshire Council	122,635.52			1076	110	122,635.52	Parish Precept 1 of 2
Total Receipts for Month		187,148.14	0.00	0.00			187,148.14	
Cashbook Totals		289,965.03	0.00	0.00			289,965.03	

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Date: 03/05/2023

Melksham without Parish Council Current Year

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Time: 11:56

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/04/2023	Bowerhill Village Hall Trust	V3220-6109	5,000.00			4620	170	5,000.00	Grant Award 2023-24
03/04/2023	Bowerhill Village Hall	V3220-6109	-5,000.00			4620	170	-5,000.00	Grant award 2023-24
03/04/2023	Shaw Village Hall	V3221-6110	8,000.00			4620	170	8,000.00	Grant 2023-24
03/04/2023	Berryfield Village Hall	V3222-6111	2,500.00			4620	170	2,500.00	Grant Award 2023-24
03/04/2023	Whitley Reading Rooms	V3223-6112	800.00			4620	170	800.00	Grant award 2023-24
03/04/2023	Bowerhill Residents Action Gro	V3224-6113	450.00			4610	170	450.00	Grant Award 2023-24
03/04/2023	BASRAG	V3225-6114	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	CAWS	V3226-6115	1,220.00			4610	170	1,220.00	Grant Award 2923-24
03/04/2023	1st Bowerhill Scout Group	V3227-6116	1,000.00			4610	170	1,000.00	Grant award 2023-24
03/04/2023	4 Youth (South West)	V3228-3117	2,750.00			4610	170	2,750.00	Grant award 2023-24
03/04/2023	2385 (Melksham) Squadron ATC	V3229-6118	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Shaw and Whitley Toddlers	V3230-6119	500.00			4610	170	500.00	Grant award 2023-24
03/04/2023	Group Five	V3231-6120	500.00			4610	170	500.00	Grant award 2023-24
03/04/2023	Melksham Phab Club	V3232-6121	350.00			4610	170	350.00	Grant Award 2023-24
03/04/2023	Wiltshire Air Ambulance	V3233-6122	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	HELP Counselling Services	V3234-6123	180.00			4610	170	180.00	Grant award 2023-24
03/04/2023	Life Education Centres	V3235-6124	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Age UK Wiltshire	V3236-6125	300.00			4610	170	300.00	Grant Aid 2023-24
03/04/2023	Stepping Stones	V3237-6126	250.00			4610	170	250.00	Grant Award 2023-24
03/04/2023	Wiltshire Citizens Advice	V3238-6127	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Alzheimers Support	V3239-6128	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Rainbow Day Centre Melksham	V3240-6129	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Meadowbrook CIC	V3241-6130	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	FearLess Charity	V3242-6131	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Melksham Food & River Festival	V3243-6132	400.00			4610	170	400.00	Grant Award 2023-24
03/04/2023	Melksham SixtyPlus Club	V3244-6133	300.00			4610	170	300.00	Grant award 2023-24
03/04/2023	that meeting space	V3245-6134	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Connect	V3246-6135	250.00			4610	170	250.00	Grant award 2023-24
03/04/2023	TransWilts CIC	V3247-6136	1,000.00			4610	170	1,000.00	Grant Award 2023-24
03/04/2023	AFC Melksham (Disabled Footbal	V3248-6137	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Melksham Gardeners Society	V3249-6138	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Melksham Amateur Swimming Club	V3250-6139	340.00			4610	170	340.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Friendship Club	V3251-6140	450.00			4610	170	450.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Garden Club	V3252-6141	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Wiltshire Youth Canoe Club	V3253-6142	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Melksham Tourist Information C	V3254-6143	600.00			4630	170	600.00	Grant Award 2023-24
03/04/2023	Melksham WI	V3255-6144	150.00			4610	170	150.00	Grant Award 2023-24
03/04/2023	Whitley Cricket Club	V3256-6145	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Fixed Term Deposit	20508946	64,000.00			210		64,000.00	V3257-Transfer to fixed term d
03/04/2023	HM Land Registry	V2359-6146	4.00			4680	170	4.00	Land searches for NHP
17/04/2023	HM Land Registry	V3260-6147	4.00			4250	120	4.00	Land search- Bowerhill
18/04/2023	Plusnet	V3264-DD	36.60		6.10	4190	120	30.50	Inv.010- Campus wifi & Line
24/04/2023	HM Land Registry	V3261-6148	8.00			4680	170	8.00	Land search NHP
27/04/2023	Fixed Term Deposit	20517266	192,000.00			210		192,000.00	V3290- Fixed Term Deposit
28/04/2023	Suez	V3265-DD	148.94		24.82	4770	220	124.12	Inv.618- B'hill waste away

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Date: 03/05/2023

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Total Payments for Month	284,091.54	0.00	30.92	284,060.62
Balance Carried Fwd	5,873.49			
Cashbook Totals	<u>289,965.03</u>	<u>0.00</u>	<u>30.92</u>	<u>289,934.11</u>

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	406,463.43					406,463.43	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>406,463.43</u>	<u>0.00</u>	<u>0.00</u>			<u>406,463.43</u>	

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Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/04/2023	Instant Access Unity 20476339	V3258-TRAN	346,000.00				230	346,000.00	Transfer to instant access
13/04/2023	Bowerhill Village Hall	V3220-BACS	5,000.00				4620 170	5,000.00	Grant Award 2023/24
17/04/2023	Plusnet	V3263-DD	26.40		4.40	4384	220	22.00	Inv.005- Pavilion WIFI & Line
17/04/2023	Lloyds Bank PLC	V3266-DD	855.99		75.48	4150	120	32.48	Coloured Paper
							4150 120	9.16	Magnets for NB
							4150 120	3.32	CCTV Warning sign
							4370 120	16.67	Dishwasher Cleaner
							4381 220	89.98	Toilet Paper for pavilion
							4120 120	11.20	Finance agenda postage
							4650 170	296.00	SLCC Membership
							4650 170	55.00	ILCM Mmembersh (SLCC)
							4120 120	3.50	Notices & Posters
							4175 120	81.00	Office 365 subscription
							4190 120	33.90	Office phone charges
							4175 120	1.00	Website hosting
							4120 120	3.30	Full Council agenda postage
							4155 120	18.45	Biscuits for meeting
							4150 120	29.71	A4 Paper
							4150 120	29.70	A4 Paper
							4155 120	12.79	Biscuits for meeting
							4150 120	8.32	Green Pens
							4370 120	10.57	Disposable Cleaning Cloths
							4370 120	1.90	CIF
							4200 120	12.99	Meeting subscription
							4150 120	16.57	Labels for printing
							4140 120	3.00	Monthly fee
27/04/2023	Agilico	V3267-BACS	132.71		22.12	4130	120	110.59	Inv.881- Office photocopying
27/04/2023	Jens Cleaning	V3268-BACS	435.00			4381	220	435.00	Pavilion Cleaning-Feb/ March
27/04/2023	JH Jones & Sons	V3269-BACS	1,604.65		267.44	4402	320	60.15	Inv.3356- Allotment grass cut
						4400	142	221.90	Inv.3356- Play Area grass cut
						4780	142	52.50	Inv.3356- Play Area bin emptyi
						4781	220	79.58	Inv.3356- JSF bin emptying
						4401	220	692.17	Inv.3356- JSF Grass cutting
						4400	142	34.66	Inv.3356- Kestrel Shrub Mainte
						4409	142	163.33	Inv.3356- Hornchurch grass
						4820	142	32.92	Inv.3356- Shurnhold Fields
27/04/2023	Whitley Reading Rooms	V3270-BACS	180.00			4560	142	180.00	Room hire CEG Event
27/04/2023	Wiltshire Publication	V3271-BACS	83.52		13.92	4230	120	69.60	Annual Parish advert
27/04/2023	Whitley Reading Rooms	V3272-BACS	237.60		39.60	4560	142	198.00	Broadband & line for CAWS CEG
27/04/2023	Community Heartbeat Trust	V3273-BACS	28.80		4.80	4049	142	24.00	Inv.292- Triangle sign for Sha
27/04/2023	Community Heartbeat Trust	V3274-BACS	90.00		15.00	4049	142	75.00	Inv.347- Data card for upgrade

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Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/04/2023	Wiltshire Council	V3275-BACS	2,593.25			4270	140	2,593.25	Office rent- 1.4.23-30.6.23
27/04/2023	HM Revenue & Customs	V3276-BACS	2,228.11			4041	130	736.45	Period 1 April 2023
						4000	130	282.87	Period 1 April 2023-NI
						4000	130	427.00	Period 1 April 2023-T
						4020	130	190.60	Period 1 April 2023-T
						4020	130	129.23	Period 1 April 2023-NI
						4010	130	169.80	Period 1 April 2023-T
						4010	130	115.96	Period 1 April 2023-NI
						4460	142	164.80	Period 1 April 2023-T
						4800	320	11.40	Period 1 April 2023-T
27/04/2023	Wiltshire Pension Fund	V3277-BACS	1,947.69			4000	130	221.34	Period 1 April 2023
						4020	130	123.24	Period 1 April 2023
						4010	130	116.83	Period 1 April 2023
						4045	130	1,486.28	Period 1 April 2023
27/04/2023	JH Jones & Sons	V3278-BACS	237.60		39.60	4722	320	198.00	Inv.3389- Plaining spread allo
27/04/2023	Melksham Town Council	V3284-BACS	4,091.17			4670	170	4,091.17	Public Toilets- 21/22
27/04/2023	Melksham Town Council	V3285-BACS	421.20		70.20	4820	142	351.00	Caretaking - 1 Oct 21-31 Dec 2
27/04/2023	BSS Group PLC	V3286-BACS	413.42		68.90	4721	220	344.52	Water boost pump service
28/04/2023	Teresa Strange	V3279-BACS	██████			4000	130	██████	April 2023 Salary
28/04/2023	Lorraine McRandle	V3280-BACS	██████		3.20	4020	130	██████	April 2023 Salary
						4155	120	6.85	Refreshments for Annual Parish
						4680	170	3.00	Land registry search NHP
						4680	170	15.99	Buy a plan for NHP
						4120	120	2.25	Agenda pack postage
						4680	170	6.00	Land Search for NHP
						4120	120	2.95	Agenda Pack postage
28/04/2023	Marianne Rossi	V3281-BACS	██████			4010	130	██████	April 2023 Salary
28/04/2023	Terry Cole	V3282-BACS	██████			4460	142	██████	April 2023 Salary
						4050	142	47.50	April Travel Allowance
						4051	142	39.15	Mileage x87 miles
28/04/2023	David Cole	V3283-BACS	██████			4800	320	██████	April 2023 Salary
Total Payments for Month			373,159.13	0.00	624.66			372,534.47	
Balance Carried Fwd			33,304.30						
Cashbook Totals			406,463.43	0.00	624.66			405,838.77	

Total Salaries
April 2023

£6,425.13

Date: 03/05/2023

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	300,000.00					300,000.00	
	Banked: 03/04/2023	64,000.00						
20508946	Current Account & Instant Acc	64,000.00			200		64,000.00	V3257-Transfer to fixed term d
	Banked: 27/04/2023	192,000.00						
20517266	Current Account & Instant Acc	192,000.00			200		192,000.00	V3290- Fixed Term Deposit
Total Receipts for Month		256,000.00	0.00	0.00			256,000.00	
Cashbook Totals		<u>556,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>556,000.00</u>	

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Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/04/2023	Current Account & Instant Acc	20508946	64,000.00			200		64,000.00	V3257- Fixed Term Depos return
Total Payments for Month			64,000.00	0.00	0.00			64,000.00	
Balance Carried Fwd			492,000.00						
Cashbook Totals			<u>556,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>556,000.00</u>	

Date: 03/05/2023

Melksham without Parish Council Current Year

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Instant Access Unity 20476339

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 04/04/2023	346,000.00						
V3258-TRAN	Unity Bank	346,000.00			220		346,000.00	Transfer to instant access
Total Receipts for Month		346,000.00	0.00	0.00			346,000.00	
Cashbook Totals		<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

Continued on Page 2

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		346,000.00						
	Cashbook Totals		<u>346,000.00</u>	0.00	0.00			<u>346,000.00</u>	