

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 24 April 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 JP, Robert Shea-Simonds, Richard Wood and Peter Richardson

**In attendance:** Wiltshire Councillors Nick Holder (Bowerhill), Jonathon Seed (Melksham West & Rural); Amanda Wilkes, HELP Counselling Services

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

**489/22 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting and advised Catesby Estates would be undertaking public engagement, prior to submitting a planning application for c300 dwellings at Snarlton Farm, at The Campus on Wednesday, 10 May, 1-3pm and 4-6.30pm, with a dedicated Councillor only session at 12pm.

**490/22 To receive apologies and consider approval of reasons given.**

Apologies were received from Councillor Rob Hoyle who was away and Councillor Andy Russell who was unwell.

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

Councillor Glover sought a change to the agenda and asked if Members and Wiltshire Councillors were happy for Amanda Wilkes, HELP Counselling to be invited to speak first to the Council, which was agreed.

Standing Orders were suspended to allow Amanda Wilkes, Councillors Nick Holder and Jonathon Seed to address the Council.

**491/22 Invited Guests:**

**a) Amanda Wilkes, HELP Counselling services. To receive a grant on behalf of the group**

Amanda explained HELP Counselling Services provided support and advice for those with mental health issues, including counselling sessions.

On behalf of the Parish Council, Councillor Glover presented a £200 grant cheque, which Amanda accepted on behalf of HELP Counselling Services and duly thanked the Parish Council for their

generosity and support.

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

Councillor Holder provided an update on the Pathfinder Place development, explaining he had met with the Site Manager, in order to seek clarification on when Taylor Wimpey were likely to address the spoils left on Phase 2. It was understood house building on Phase 2 was now complete, with remedial work left to complete on site. A site meeting was planned for Wednesday, 26 April at 3pm with an invitation extended to the Parish Council to send a representative.

Councillor Holder explained he had been contacted by several residents of Pathfinder Place regarding flooding issues on site. Having spoken to Taylor Wimpey, they had confirmed these were being dealt with on a case-by-case basis, with a landscape gardener undertaking inspections and any remedial works necessary.

Regarding the proposed new primary school at Pathfinder Place, Councillor Holder explained Wiltshire Council had completed their tendering exercise and awarded the initial construction works to ISG.

Two design meetings had already taken place, with the initial design intended to provide a 1-form entry, 7 classroom school and nursery, extending to a 2-form entry school in the future. The building would be designed to be carbon neutral in operation, with a member of the Wiltshire Climate Team working on the design with the School Team.

It was understood that it had been written into the construction plan that whoever undertook these works would have to resolve issues with drainage and carry out remedial actions at a later stage, subject to something being built on site, if the drainage mitigation did not work.

Councillor Holder informed Members that the school would open as an academy and once there was a finalised opening date, an academy trust would be selected with himself sitting on the committee to do this.

It was confirmed ISG were intending to submit a pre application in May, with a full planning application in August, to hopefully start on site in December 2023. During May and August, it was understood ISG would undertake a period of consultation with the parish council and local community on the design, with consultation taking place locally on proposals.

Regarding proposals for 650 dwellings on Blackmore Farm (PL/2023/01949), Councillor Holder explained the Town Council would be considering their response that evening.

It was also understood a decision regarding proposals for 210 homes and a 70 bed care home (PL/2022/08504) on land South of Western Way was due later in the week.

Councillor Glover sought clarification if the expansion of Pathfinder Place School to a two-form entry school was not started within a certain period of time, if the land eventually reverted back to the developer.

Councillor Holder explained he understood this to be the case, but would seek clarification.

Councillor Baines sought clarification if the Parish Council were required to come up with a name for the school, explaining if so, the Parish Council would want to maintain the RAF link associated with Bowerhill.

Councillor Holder felt this would probably form part of the consultation process.

Councillor Harris stated he understood the timeline regarding the land transfer of the school site was 10 years from when the land was formally handed over by Taylor Wimpey to Wiltshire Council.

Councillor Holder clarified the land transfer had not yet taken place, with Wiltshire Council not prepared to take on the land until it was up to a required standard to allow the transfer to take place.

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

Councillor Seed passed on Councillor Alford's apologies as he was feeling unwell.

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

Councillor Seed sought an update on The New Inn, Semington Road.

The Clerk clarified the recent complaints regarding the New Inn had been received from a resident, who had subsequently contacted Environmental Health, Wiltshire Council and was unaware of any update, but would investigate.

The Clerk explained the Parish Council had previously raised a concern whether Building Regulations were required for the recent extension. However, when officers had last checked, this did not appear to be the case, agreeing to investigate further and to update Councillor Seed.

Councillor Seed reminded Members of the additional funding Wiltshire Council had available to repair potholes, with significant numbers having already being filled in and reminding the meeting, unless reported, they would not be repaired.

The Clerk stated officers had put through some potholes, to be informed they did not meet the necessary criteria for repair. Councillor Seed asked for information on these to be forwarded to him, in order to investigate on behalf of the Council.

Councillor Seed noted the request from Semington Parish Council for an ANPR (Automatic Number Plate Recognition) camera at Semington bus gate was on the agenda for discussion and felt such a device should not be locally funded, noting the gate was in disrepair and needed replacing. Councillor Seed highlighted not all residents of Semington were in support of such a request, noting there appeared to be 50/50 for the installation of a camera.

Councillor Seed confirmed the bus gate had not been locked for several years, noting the local farmer had access, as did several other properties along this section of Semington Road. Therefore, he was seeking what the regulations were on vehicles passing through the bus gate, rather than passing the other side.

Councillor Patacchiola stated he was happy to investigate what the regulations were regarding bus gates.

Regarding the New Inn, Councillor Harris noted recent works had taken place to complete a 'pooch parlour' but was unaware of a recent planning application being submitted.

The Clerk stated investigations would have to be made. It was noted the construction may well fall within 'Permitted Development', depending on its size.

Councillor Wood informed Members he understood the works were yet to be fully completed and felt this small addition provided a useful addition to the pub and a positive way to encourage people with dogs to visit the pub.

Standing Orders were reinstated.

Councillor Seed left the meeting at 7.32pm.

**492/22 a) To receive Declarations of Interests**

Councillor Glover, as Chair, declared an interest in item 11(c) regarding the Chair's allowance.

Councillor Richardson, as Chair of Community Action: Whitley & Shaw (CAWS) declared an interest in agenda item 14(a), regarding a request from the group for the Council's contractor to plant Jubilee trees donated to the group.

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

None received.

**493/22** 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**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised agenda items 7(b) and 9(f) be held in closed session for the following reasons:

Item 7(b) related to approval of Confidential Notes.

Item 9(f) related to the Neighbourhood Plan and site selection process, which was still work in progress and therefore confidential.

**Resolved:** For items 7(b) and 9(f) to be held in closed session for the reasons given by the Clerk.

**494/22 Public Participation**

No Members of public were present.

**495/22 a) To approve the Minutes of the Full Council Meeting held on 27 March 2023.**

**Resolved:** To approve and for the Chair to sign the Full Council minutes of 27 March 2023.

**b) To approve the Confidential Notes to accompany the Full Council meeting minutes of 27 March 2023.**

**Resolved:** To approve and for the Chair to sign the Confidential Notes to accompany the Full Council minutes of 27 March 2023.

Councillor Holder left the meeting at 7.35pm.

**496/22 a) To approve the Annual Parish Council minutes of 3 April 2023 and receive feedback on the event**

As Chair, Councillor Glover stated the meeting had gone well and thanked staff for organising the event, noting several thank you letters had been received from various organisations who had received their grant cheque at the meeting.

**Resolved:** To approve and for the Chair to sign the Annual Parish Council minutes of 3 April 2023.

**b) To note the Annual Parish meeting is due to be held on Monday, 15 April 2024 and to agree venue.**

It was noted the Annual Parish meeting in 2024 would take place on 15 April and each year was held at a different location in the parish, with a venue for the following year being sought in the North of the parish.

The Clerk explained various venues North of the parish had been contacted, some of which were not available or not suitable, due to lack of parking, but was waiting to hear back from Shaw Primary School on their availability.

**Resolved:** To defer agreeing a venue for the 2024 Annual Parish meeting until a response had been received from Shaw Primary School and to place on a future agenda for further discussion.

**c) To consider further thoughts on a Parish Award for residents/organisations (deferred from Full Council 27 March 2023)**

Members discussed the possibility of the Council awarding parish awards, how it would be managed and administered and whether it needed to be on an annual basis, bearing in mind both the Town Council and Melksham News also gave awards to individuals and organisations on an annual basis.

**Resolved:** To place an item on the January Full Council agenda each year, for the Council to give consideration to awarding a parish award(s) at the Annual Parish Meeting that year.

**497/22 Planning**

**a) To approve the Minutes of the Planning Committee meeting held on 17 April 2023**

Councillor Pafford thanked officers for their comprehensive response to proposals for 650 dwellings at Blackmore Farm (PL/2023/01949).

**Resolved:** To approve and for the Chair to sign the Planning

Committee minutes of 17 April 2023

**b) To approve Confidential Notes to accompany the Planning Committee minutes of 17 April 2023**

The Clerk informed the meeting there were no Confidential Notes to accompany the Planning Committee minutes of 17 April 2023.

**c) To formally approve Planning Committee recommendations of 17 April 2023**

**Min 487(b)/22 – Empty Homes in Melksham Without and Melksham Town.**

Thanks was expressed to Councillor Chivers for highlighting the issue of empty homes in both the town and the parish.

With regard to the recommendation to write to Wiltshire Council, it was asked that clarification be sought on how long the various homes had been empty

**Resolved:** To formally approve the Planning Committee recommendations of 17 April 2023.

**d) East of Melksham Community Centre: To receive update on progress**

It was noted within the Clerk's report, the Town Council had yet to submit a planning application for land to the rear of the Spa Medical Centre and were also looking at other sites.

**e) Update on Community Infrastructure Levy (CIL) Sharing, including provision of real-time information (RTI) on bus shelters following meeting with Melksham Town Council.**

Members noted the information contained within the Clerk's report on the recent meeting held with the Town Council.

It was noted as at 31 March 2023 the Parish Council had £5,123.31 in an earmarked reserve for Community Infrastructure Levy (CIL) for the shared pot with the Town Council (the additional 10% received in CIL due to a joint made Neighbourhood Plan). The Town Council were due to confirm their 10% of Community Infrastructure Levy (CIL) at year end.

It was noted to date only the Real Time Information project in bus shelters had been agreed as a joint project for CIL sharing.

Whilst the Parish Council had advised they felt the project should prioritise the 271/272/273 Bath-Devizes bus route first, having put

their own funds aside to fund a trial in Bowerhill in Mitchell Drive, at the meeting, it was agreed it would also be a good idea to install Real Time Information the Market Place (Town Hall side) bus shelter too.

Councillor Glover sought clarification as to which council would lead on this project.

Councillor Pafford stated clarification needed to be sought on which Council would administer the project, once the Town Council had approved the recommendation to install Real Time Information in one of the Market Place bus shelters.

**f)C To consider any Neighbourhood Plan Group urgent next steps if required before Steering Group meeting (3 May)**

HELD IN CLOSED SESSION.

The Clerk informed the meeting the Neighbourhood Plan Housing Task Group had met to review the AECOM site Assessment Report, in order to select housing sites for approval by the Steering Group for inclusion in NP#2. AECOM had gone through the sites on the Strategic Housing & Employment Land Availability Assessment (SHELAA) list, as well as sites that had come forward in the Call for Sites, and town centre regeneration opportunities. The final validated report would be published.

The Clerk explained it was felt important both Councils approve the direction of travel with regard to site selection, prior to sites being approved by the Neighbourhood Plan Steering Group. Following the Steering Group approving final site selection, these would go back to both the Town Council and Parish Councils (as qualifying bodies) for final approval.

The Clerk explained that ideally the Steering Group would have waited until they had sight of the Local Plan, in order to see what site(s) Wiltshire Council were allocating, in order the Neighbourhood Plan could allocate a different site(s). Unfortunately, as the Local Plan had been delayed until Q3, 2023 and given the two year NPPF Paragraph 14 protection against speculative development, afforded in having a made Neighbourhood Plan, was due to run out in July, there was a need to review the plan as soon as possible and include a housing allocation.

It was noted if, however, proposed changes as part of the Levelling Up Bill in the National Planning Policy Framework (NPPF) with regard to local councils not having to prove a 5 year land supply were to come into force, coupled with the Paragraph 14 protection being extended to 5 years, this would mean there could be a pause in

working quickly in getting the plan done and await the outcome of the Local Plan Review first.

#### **498/22 Highways**

**a) To consider a request from Semington Parish Council for the installation of an ANPR camera at the bus gate on Semington Road.**

It was noted Semington Parish wished to submit a request to the Local Highway & Footpaths Improvement Group (LHFIG) that an ANPR camera be installed at the bus gate on Semington Road, which is in Melksham Without and not Semington, in order to deter drivers (other than authorised users) using it to access either Semington or Melksham.

Whilst it was noted some residents of Semington may welcome this proposal, others may not, particularly if they used this part of Semington Road to either access Melksham or Semington, which they should not be doing.

Councillor Patacchiola informed the meeting enforcement was not taking place, as the gate had been left open. Therefore, given local knowledge the bus gate was not locked and the law routinely ignored, people needed to be made aware of the potential for enforcement action, prior to it taking place.

Given the condition of the bus gate, Members felt this needed to be reinstated prior to an ANPR camera being installed and enforcement taking place.

**Resolved:** To support the request from Semington Parish Council for the installation of an ANPR camera at the bus gate on Semington Road but ask that the bus gate is reinstated for a time, prior to enforcement action taking place.

**b) To note response from the Highway Technician regarding request to install white bar access markings in the layby outside Burnt Cottages, Beanacre in order to stop vehicles blocking their accesses.**

Members noted the response from the Highway Technician confirming no official dropped kerbs were present outside Burnt Cottages and the lane to the rear of Burnt Cottages. Therefore, the recommendation (Min

459(d)/22) to request white access bar markings at the Highway's & Streetscene Meeting on 20 March 2023 fell.

**c) To approve quotation from Solagen to re-set the trigger speeds on the Solagen Speed Indicator Device (SID).**

As Wiltshire Council's guidance regarding Speed Indicator Devices (SIDs) stated trigger speeds of a device should be set to match the Police threshold levels for prosecution ie roads with 30mph speed, the trigger speed should be set at 35mph, a quotation had been received from Solagen of £726 (ex VAT) to reset the trigger speed on one of the Council's speed indicator devices (SIDs) and collected from the council offices.

Officers had subsequently gone back for a revised quote, for the device to be dropped off and picked up at Solagen's premises in Yate instead, with a quote of £180 (ex VAT) being received and circulated to Members prior to the meeting.

Clarification had been sought from Solagen what speeds were currently shown on the device in a 30mph speed limit and what speeds would be shown if the trigger speed were changed, with the following being received:

Normally Speed Indication Device would activate as follows (example of setting the SID to 30mph):

- For speeds from 0mph to 19mph, sign will not activate.
- For speeds from 20mph to 30mph, sign will show the speed only, slow down will not illuminate.
- For speeds from 31mph to 40mph, sign will show the speed and will illuminate the slow down.
- For speeds above 40mph, sign will not show the speed and will only illuminate the slow down.

Following changes to a 35mph trigger speed:

- For speeds from 0mph to 19mph, sign will not activate.
- For speeds from 20mph to 34mph, sign will show the speed only, slow down will not illuminate.
- For speeds from 35mph to 40mph, sign will show the speed and will illuminate the slow down.
- For speeds above 40mph, sign will not show the speed and will only illuminate the slow down.

The Clerk explained advice had also been sought from the Highways Officer if they were happy with the speeds proposed and was awaiting a response, similarly, a response was still to be received from Solagen on

whether the device could be dropped off and collected on the same day to save on travel costs for the Parish Council.

It was felt, in order to get more battery life from the device, even without the changes to the trigger speed, speeds of 30mph and above should only be shown. Given Wiltshire Council's guidance, only speeds between 35mph and 40mph should be shown on the device, for speeds above 40mph, the speed should not be shown but just illuminate "Slow Down", which was not quoted, with only the following changes being required:

- For speeds from 35mph to 40mph the device to show the speed and slow down message.
- For speeds above 40mph the sign not to show the speed but illuminate the slow down message.

It was noted other Speed Indicator Devices (SIDs) in the County were not set as per Wiltshire Council's guidelines and whether other parishes/towns would also have to bring their devices in line with the advice the parish council had received.

**Resolved:** To defer this item to enable further investigations.

- d) Town Council Roundabout Sponsorship. To note response from the Town Council regarding sponsoring the former 'Carsons Tyre' roundabout on the A365/A350 and to formally revoke the s96 licence (with possible transfer).**

The Clerk informed the meeting no response had been received as yet.

- e) Trailers parking on Bowerhill Industrial Estate. To consider writing to those businesses parking trailers on Bowerhill Industrial Estate to remind them of their responsibility in adhering to the Highway Code.**

Councillor Harris expressed frustration at trailers not complying with the law and often being left on the public highway at Bowerhill Industrial Estate for two weeks or more at a time, particularly overnight and without lights which was against the law and had therefore, asked for businesses involved to be written to, in order to remind them of their responsibility in adhering to the Law.

Councillor Chivers expressed concern that if trailers were moved from Bowerhill Industrial Estate they could be left on residential areas within Bowerhill and highlighted the need for a lorry park, as did Councillor Wood.

Councillor Patacchiola felt there needed to be careful distinction between the different categories of offences ie trailers without a vehicle and

without number plate, was one issue, a trailer attached to a vehicle or low loader parked on the highway was another issue.

It was noted often a company would be used to transport goods for another company and therefore, if a particular company's trailer was left on the side of the road, it did not necessarily mean that company had left it there.

Concern was expressed by Councillor Harris at the lack of enforcement taking place. The meeting was reminded the local Police were aware of the issue and had instructed their officers to keep an eye on the situation. However, there was a limit to what action they could take, particularly given limited resources. It was suggested they could be made aware the Parish Council were still unhappy and asked what action was being undertaken to try and resolve the issue.

It was noted some of the vehicles could be waiting to be serviced/MOTed by a commercial business situated on Bowerhill Industrial Estate and whether it would be worthwhile writing to them, to remind them of the law.

**Resolved:** Councillor Harris to forward photographic evidence of the various trailers without cabs breaking the law and for officers to write to the owners and local commercial businesses to remind them of the need

to observe the law. To also write to the Traffic Commissioner to highlight the concerns and provide photographic evidence.

To note both Councillor Wood and Chivers abstained from voting on this item.

**f) Semington Road Lighting. To consider dimming options for section of road between Melksham Police Station and Semington Bridge and feedback from Semington Parish Council.**

Correspondence had been received from Stuart Brown, Exterior Lighting Consultant, Atkins Global regarding options for dimming the lights along parts of Semington Road.

Councillors welcomed the comprehensive and useful response.

**Resolved:** To request the lights on Semington Road between Melksham Police Station and Semington Bridge be dimmed as follows:

- 1) 60% output – dusk to 8pm
- 2) 40% output – 8pm to 11pm
- 3) 30% output – 11pm to 6am
- 4) 60% output - 6am to dawn

**g) Waiting Restriction Requests**

**i) To consider a request for double yellow lines on Dunch Lane**

Correspondence had been received from Wiltshire Councillor Phil Alford, who had been approached by a resident of Dunch Lane who was concerned at people parking inappropriately on Dunch Lane and requesting the installation of double yellow lines.

Councillor Glover highlighted whilst Dunch Lane was in the town, the resident believed the issue of inappropriate parking was being caused by visitors to Shurnhold Fields, a joint project between both the Town and the Parish Council.

Concern was expressed if double yellow lines were installed this would mean moving the problem elsewhere on Dunch Lane.

The Clerk highlighted the car park at Shurnhold Fields would hopefully be installed shortly.

**Resolved:** To inform Councillor Alford the Parish Council did not support the request for double yellow lines, at this stage, on parts of Dunch Lane, highlighting Shurnhold Fields car park would hopefully be constructed shortly.

**ii) To note response from Highway Engineer regarding outstanding waiting restriction requests for the parish**

Members noted the response from the Highway Engineer regarding outstanding waiting restriction requests from the Parish Council, which confirmed Wiltshire Council were waiting for requests to be submitted by the Town Council, in order to progress in one Traffic Order.

The Clerk and others expressed concern at what the implications of some of the response meant and whether there could be another delay in the Parish Council's requests being actioned. The Clerk agreed to seek clarification from the Highway Officer on this the following day.

Councillor Baines stated he would be attending the next Local Highway & Footpath Improvement Group (LHFIG) meeting and would push for the Parish Council's requests to be actioned and also highlight the Parish Council were prepared to contribute towards the costs involved, in order the requests could be progressed, even without the Town Council submitting their requests as previously advised.

**499/22 Finance:**

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

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

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

**Resolved:** Councillors Glover and Shea-Simonds to be cheque signatories and online authority for April payments.

**c) To approve the Chair's allowance for 2022-23 and 2023-24**

Councillor Glover left the meeting during this item, with Councillor Pafford taking the Chair.

The Clerk explained the Chair's Allowance should have regard to the Local Pay Authority ie Wiltshire Council, with Wiltshire Council having raised their Member's Allowance the previous year in line with the staffing pay award. However, negotiations had not been finalised until quite late in the year and therefore not taken into consideration when considering the Chair's Allowance which, whilst agreed in the budget for 2022-23, there had been no separate minute recording approval in the minutes, which had been noted by the auditor.

The Clerk highlighted the Chair's allowance as at 31 March 2023 was £816.04 and had not been increased the previous year, noting

Wiltshire Council had increased their Chair's allowance by 6.6% (average pay increase) the same as the staff, which Members may wish to do retrospectively for the Chair's allowance for 2022-23 or confirm there was no change. This increased the Chair's allowance by £53.85. It was noted for 3 months, Councillor Pafford had deputised for Councillor Glover who was away and therefore had received the Chair's allowance.

Regarding this financial year, the Clerk explained the Council were in the same position as the previous year, in that Wiltshire Council were looking to increase their Members' allowance in line with the staffing pay award, which had not been agreed a yet, with negotiations on-going, with a recent recommendation of 3.88% being rejected by UNISON.

**Resolved:** To retrospectively approve an increase of 6.6% for the Chair Allowance for 2022-23 and to review the Chair's Allowance for 2023-24, once the National Joint Council pay award negotiations have been finalised, to reflect what Wiltshire Council then subsequently award.

Councillor Glover returned to the meeting and resumed chairing the meeting.

**d) To approve a request to transfer funds to into the Fixed Term Deposit**

The Clerk explained this item had unfortunately been omitted from the agenda, but required approval from Members to transfer £192,000 from the Lloyds account for one month to the fixed term deposit, once 50% of the precept had been received in April in the Lloyds account. **It was agreed to consider this, as it was a transfer of funds, not spend of funds.**

**Resolved:** To approve £192,000 being transferred from the Lloyds account to the fixed term deposit for one month once 50% of the council's precept had been received.

**e) Quarterly Reports for Qtr 4 Jan, Feb, Mar)**

**i) To note Budget vs Actual**

The Clerk explained officers were currently working on Year End figures, with the 'close down' of the 22/23 accounts taking place later in the week.

**Resolved:** To note the Budget vs Actual report.

**ii) To note Bank Reconciliation**

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

**iii) To note VAT reclaim submitted**

Members noted VAT reclaims had been submitted as follows:

January 2023:	£492.64
February 2023:	£814.74

The Clerk explained a VAT reclaim could not be made for March until after 'close down' later in the week.

The Clerk suggested to Members that the Council now go back to claiming VAT quarterly, rather than monthly now Berryfield Village Hall had been built.

**Resolved:** To note the VAT reclaim for January and February 2023 and to make VAT reclaims quarterly going forward.

**iv) To note "Over £500 spend" report to meet Transparency good practice**

The Clerk explained in order to meet transparency good practice, the published list of payments over £500 should be uploaded to the parish council website quarterly, not annually and provided a sample report moving forward.

**Resolved:** To note the 'over £500 spend' report will be uploaded to the council website quarterly.

**e) Age Friendly Project: To approve payment arrangements**

Councillor Glover informed the meeting that following discussions with the Town Council, it had been agreed the best way forward would be for Age UK to invoice both the Town and Parish Councils for 50% of the quarterly amount each quarter. The Parish Council were expecting the grant for the project of £5,000 to be paid into their bank account and therefore would pay the 50% share to the Town Council to enable them to pay towards the Age UK invoices for the Melksham Community Support Senior Project Worker post.

**Resolved:** To approve payment arrangements for the Melksham Community Support Senior Project Worker post employed by Age UK Wiltshire.

## 500/22 Asset Management:

### a) Bowerhill Sports Fields & Pavilion

#### **i) To note report following meeting with FOF FC regarding their tournament scheduled to be held on 3rd & 4th June and consider any matters arising from this discussion**

Members noted the report from the Finance & Amenities Officer following a meeting held with FOF FC regarding their tournament to be held on 3 & 4 June.

Within the report it was noted FOF FC wished to charge an entrance fee for the tournament, but not the wider public. This was brought to members' attention, as the field is a public open space, with some residents just using the field as amenity space, to walk their dog for instance.

Members noted reassurances had been received from FOF FC they would not stop anyone from entering the field or charge anyone not involved in the football tournament. They had tried charging at the car park areas in the past, but this was abused by attendees parking on the road to avoid the charges and so were now proposing to charge at the sports field gates.

Members were asked to consider an appropriate charge for using the pitches for the tournament, as well as kitchen facilities, noting FOF FC had been reminded by the Finance & Amenities Officer that if they wished to bring their own electrical equipment up-to-date PAT testing was required.

**Resolved:** To charge £100 for using the pitches during the tournament, plus any costs associated with special line marking and £25 for the use of the kitchen facilities.

#### **ii) To approve quotation to spike all pitches at the sports field**

Following a pitch inspection, it was recommended spiking of the pitches takes place, with a quotation of £745 received from J H Jones to undertake this work. There was £1,500 in the budget for this, with the funding to come from the solar farm fund.

**Resolved:** To approve the quotation of £745.

### **b) Market Place Toilets. To receive update following meeting with the Town Council on 18 April and consider next steps**

Members had been circulated a report from the Clerk following a meeting held on 18 April with representatives of the Town Council, herself, Councillors Baines and Pafford.

It was noted the Parish Council had previously agreed to contribute 50% of the annual costs of maintaining the Market Place toilets up to £7,500 per annum (total cost of £15,000)

However, the invoice for the 50% share of the toilets for 2021/22 had not yet been paid, as the Parish Council at the time had felt it was unclear why the water and electricity elements included in the invoice were so high, compared to previous years. It was noted that there had been a rates rebate in 21/22 and expenditure for new CCTV and other items in 22/23. At the meeting this had been clarified with it being agreed the Parish Council would pay Melksham Town Council the following, pending approval of Full Council:

2021/2022:	£4,091.17
2022/2023:	£6,000

Going forward, it had also been agreed to give the Town Council a flat rate of £5,000 per annum for 3 years ie: 2023/24, 2024/25 and 2025/26, to be reviewed at the end of that period.

At the meeting, given concerns at the high cost of water and electricity compared to other years, it had been agreed the Town Council would investigate this. Councillor Patacchiola highlighted it was possible to install a sub meter for just the toilets.

**Resolved:** 1. To pay £4,091.17 for 2021/22 and £6,000 for 2022/23 now.  
2. To approve a 3 year arrangement of a flat rate of £5,000 per annum to contribute towards the costs of the Market Place toilets and to review moving forward after the 3 year arrangement.

**c) Shurnhold Fields. To receive update following meeting with the Town Council on 18 April and consider next steps**

Members noted the Clerk's report of the meeting held with the Town Council on 18 April 2023 regarding Shurnhold Fields (a joint project with the Town Council), which had been attended by herself, along with Councillors Baines and Pafford.

It was noted the Town Council had submitted invoices to the Parish Council for bin emptying, by their maintenance team, in order to draw down from the maintenance contribution the Parish Council held (on behalf of both Councils). However, whilst in 2021/22 the Town Council had sent 2 quarterly invoices at £421.20 per quarter for 2.5hrs work per week at £14.40 per hour, this had subsequently risen to £18 per hour, which had not been agreed, but for 1.5 hours per week, costing £351 per quarter and therefore the invoices had been queried and not paid to date.

The outstanding invoices had been discussed at the meeting, with it being agreed to pay the outstanding invoices, pending approval of Full Council:

2021/22: £702 (for 2 quarters)  
2022/23: £1,404 (for 4 quarters)

**Resolved:** To approve the payment of the outstanding invoices for bin emptying totalling £2,106 from the earmarked reserve for the maintenance sum from Persimmon held on behalf of both councils

**d) Shaw Village Hall. To note recent damage to the village hall and consider next steps**

Members noted that following an unidentified vehicle hitting the village hall adjacent to the car park, damage had occurred resulting in the hall being closed until investigations could be made into the extent of the damage and level of repair required.

The meeting was informed Rigg Construction had assessed the damage and provided a quote of c£9000 to repair the damage.

Councillor Richardson confirmed 3 quotes were being sought, as requested by the insurers.

**e) Update on Whitworth Play Area**

The Clerk explained she had discussed the recent ROSPA report findings and the surfacing under the teen shelter with the Council's insurance brokers, who confirmed that the parish council would not be defendable if a claim was made, having had an "8" Medium/Amber risk identified on the ROSPA report.

The Clerk explained the Council had previously given delegated powers to the Clerk for tarmacking the play area footpath and installing the safety surfacing, with quotes received and the value noted for both and included in the Budget. It was noted that Bellway had previously indicated they would undertake the tarmacking of the footpath once the play area had been adopted by the Parish Council, however, they had indicated their contractor would only do this when they were in the area and this would not be for some time.

The Clerk suggested requesting one last time that Bellway install the tarmacked footpath, prior to removal of the heras fencing, however, if Bellway were not prepared to install the footpath and the Parish Council undertook the work, advised it made sense to have one contractor to install the tarmac path and safety surfacing, as well as clear away the gravel over the play area and remove the heras fencing to be stored elsewhere for future use. It was noted that Bellway had stated the Parish Council were responsible for removing the heras security fencing that Bellway had installed.

Members expressed frustration at the delays experienced in getting the play area open and debated the merits of waiting for Bellway to tarmac the footpath at their cost versus the parish council undertaking the work at the cost of the tax payers but ensuring that the work was done in a timely manner and the play area opened for use.

**Resolved:**

1. For the Parish Council to instruct contractors to install the tarmac path and safety surfacing under the teen shelter, with the aim to open the play area prior to the May half term holiday.
2. To inform Bellway what actions the Parish Council have undertaken and to send the invoice for tarmacking the path to them, seeking reimbursement, and publicise why the Parish Council have undertaken this action.

**501/22 Community Resilience**

**a) Community Resilience. To receive update on exercise held on 28/29 March and agree next steps**

Councillor Richardson updated Members on the recent Community Resilience Exercise which took place on 28 and 29 March. The exercise included volunteers from the Shaw and Whitley Community Emergency Group (CEG), as well as other volunteers from various organisations.

The exercise held in Whitley Reading Rooms had proved a great success with emergency planning processes CAWS Community Emergency Group (CEG) already had in place proving extremely useful. A few operational issues had been identified, which was why the exercise had taken place and steps were being taken to address these.

A review meeting had been held on 18 April, attended by the Clerk and Councillor Richardson with feedback from Wiltshire Council on how well the CAWS Community Emergency Group (CEG) had done and would be used as an exemplar in briefing other authorities in the future.

The Clerk provided an update on both events which had been useful in highlighting where there were gaps in the Emergency Plan. The next phase would be to hold events elsewhere in the parish to seek and train volunteers, with volunteers from CAWS Community Emergency Group (CEG) in attendance to share their experience.

The Clerk explained during the review meeting it was highlighted it would be useful for Wiltshire Council to draw up a list of responses now to some of the frequently asked questions which arose during the exercise, in order to refer to in case of emergencies in the future.

Members agreed it would be useful for the various communities in the

parish to undertake community resilience training and seek volunteers.

**502/22 Community projects/partnership organisations:**

- a) To approve a request from Community Action Whitley & Shaw (CAWS) for the Council’s contractor to plant Jubilee trees which have been donated to the group**

The Clerk informed the meeting a quote would be sought in due course to undertake tree planting around the Parish in November and therefore sought an “in principle” decision that the Council were happy for the Council’s contractor to plant trees on behalf of Community Action Whitley & Shaw (CAWS).

**Resolved:** To approve in principle for the Council’s contractor to plant Jubilee trees which have been donated to Community Action Whitley & Shaw (CAWS).

- b) To approve a Garden Licence for land at Brabazon Way, Bowerhill for Bowerhill Residents Action Group (BRAG) to create a rewilding area**

Councillor Glover explained responsibility could not directly be assigned to Bowerhill Residents Action Group (BRAG) for the project with Wiltshire Council, however BRAG had agreed in writing to meet the terms set out in the Licence which the Parish Council would enter into on their behalf.

It was noted within the Licence clause 4.2.8 stated ‘Upon the termination of the Licence to reinstate the land to its former condition, removing any fences and gates, re-seeding or laying of turf as appropriate, having removed all things used in the cultivation of the garden and any rubbish or debris to the reasonable satisfaction of the Licensor (Wiltshire Council)’. The clerk agreed to check this clause as the aim of the project was rewilding.

The Clerk expressed frustration despite requesting the grass not to be cut here on several occasions, which had been confirmed in writing, this had been done again recently by Wiltshire Council contractors.

**Resolved:** To approve a Garden Licence for land at Brabazon Way, Bowerhill to be created into a rewilding area by Bowerhill Residents Action Group (BRAG).

The meeting closed at 10.02pm

Signed .....  
The Chair, 22 May 2023

Date: 05/04/2023

## Melksham without Parish Council Current Year

Page: 175

Time: 13:52

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>99,478.09</b>					<b>99,478.09</b>	
V3180-BACS	Banked: 06/03/2023	1,170.00						
V3180-BACS	Future of Football	1,170.00			1210	210	1,170.00	Part of Inv.297 Aug 22
V3181-FC B	Banked: 06/03/2023	60.00						
V3181-BACS	FC Box	60.00			1210	210	60.00	Inv.328- 5th March pitch hire
V3182-VAT	Banked: 09/03/2023	814.74						
V3182-VAT	HM Revenue & Customs	814.74			105		814.74	VAT Refund February 23
V3183-BACS	Banked: 09/03/2023	500.00						
V3183-BACS	FOF FC	100.00			1210	210	100.00	Inv.323- Pitch 28 & 29 Jan
V3183-BACS	FOF FC	400.00			1210	210	100.00	Inv. 330- 4th & 5th Feb
					1210	210	100.00	Inv. 330- 11th & 12th Feb
					1210	210	100.00	Inv. 330- 18th & 19th Feb
					1210	210	100.00	Inv. 330- 25th & 26th Feb
V3184-BACS	Banked: 20/03/2023	4.47						
V3184-BACS	J Glover (British Girlguiding)	4.47			1130	110	4.47	Inv.331- Photocopying
V3185-BACS	Banked: 21/03/2023	21.17						
V3185-BACS	J Glover (British Girlguiding)	21.17			1130	110	21.17	Inv.329- Photocopying
500172-CHQ	Banked: 24/03/2023	244.00						
V3215-CHQ	HM Revenue & Customs	4.00			4250	120	4.00	Land Registry reimburse
V3216-AFC	AFC Melksham	60.00			1210	210	60.00	Inv.318- 12th Feb Pitch hire
V3217-AFC	AFC Melksham	180.00			1210	210	60.00	Inv.325- Pitch hire 5th March
					1210	210	60.00	Inv.325- 12th March pitch hire
					1210	210	60.00	Inv.325-26th March pitch hire
V2318-BACS	Banked: 27/03/2023	120.00						
V2318-BACS	Staverton Rangers	120.00			1210	210	60.00	Inv.324- Pitch hire 11th March
					1210	210	60.00	Inv.324- Pitch hire 25th March
V3219-BACS	Banked: 27/03/2023	500.00						
V3219-BACS	Future of Football	500.00			1210	210	70.00	Inv. 297- Aug 22 Summer camps
					1210	210	115.00	Reimburse Council for SCC Fee
					1210	210	315.00	Towards Easter camps April
<b>Total Receipts for Month</b>		<b>3,434.38</b>	<b>0.00</b>	<b>0.00</b>			<b>3,434.38</b>	
<b>Cashbook Totals</b>		<b>102,912.47</b>	<b>0.00</b>	<b>0.00</b>			<b>102,912.47</b>	

Continued on Page 176

Date: 05/04/2023

Melksham without Parish Council Current Year

Page: 176

Time: 13:52

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/03/2023	Plusnet	V3186-DD	36.60		6.10	4190	120	30.50	Inv.009- Office Line & Broadba
24/03/2023	HM Land Registry	V3212-6108	4.00			4250	120	4.00	Land Registry search Ashley Cl
31/03/2023	Suez	V3190-DD	54.98		9.16	4770	220	45.82	Inv.971- B'hill Waste away
<b>Total Payments for Month</b>			95.58	0.00	15.26			80.32	
<b>Balance Carried Fwd</b>			102,816.89						
<b>Cashbook Totals</b>			<u>102,912.47</u>	<u>0.00</u>	<u>15.26</u>			<u>102,897.21</u>	

Date: 05/04/2023

Melksham without Parish Council Current Year

Page: 169

Time: 13:52

Cashbook 2

User: MR

Unity Bank

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		478,288.02					478,288.02	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>478,288.02</u>	<u>0.00</u>	<u>0.00</u>			<u>478,288.02</u>	

Continued on Page 170

Date: 05/04/2023

## Melksham without Parish Council Current Year

Page: 170

Time: 13:52

## Cashbook 2

User: MR

## Unity Bank

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2023	Dale Raine (Steeple Ashton)	V3211-BACS	50.00			550		50.00	Refundable deposit return
13/03/2023	Plusnet	V3187-DD	26.40		4.40	4384	220	22.00	Inv.004- Pavilion line & WIFI
16/03/2023	Unity Trust Bank	V3188-DD	567.72		64.60	4055	130	120.00	FILCA Finance & Amenities Offi
						4120	120	7.25	Planning & Asset Agenda packs
						4150	120	6.65	Wireless Mouse-Cllr Richardson
						4150	120	1.81	Blue Tac
						4150	120	8.32	Envelopes
						4150	120	29.16	A4 Copier Paper
						4150	120	29.16	A4 Copier Paper
						4155	120	25.98	Biscuits for meetings
						4120	120	8.45	Notices & Posters
						4120	120	4.70	Full Council agenda pack x1
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4721	220	115.00	Small Claims Court fee
						4175	120	1.00	Website hosting
						4120	120	15.75	Notices & Posters
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly fee
23/03/2023	Public Works Loan Board	V3189-DD	51,975.00			4583	142	49,500.00	PWL repayment- CAPITAL
						4584	142	2,475.00	PWL Interest
28/03/2023	Wiltshire Publication	V3192-BACS	594.00		99.00	4240	120	495.00	Inv.478- Winter newsletter
28/03/2023	Agilico	V3193-BACS	195.35		32.56	4130	120	162.79	Inv.431- Office photocopying
28/03/2023	Melksham Town Council	V3194-BACS	4,670.71			4680	170	4,670.71	Inv.44- 30% expenditure-NHP
28/03/2023	JH Jones & Sons	V3195-BACS	132.00		22.00	4490	142	110.00	Inv.3316- Carson R'about maint
28/03/2023	JH Jones & Sons	V3196-BACS	1,604.65		267.44	4402	320	60.15	Inv.3302-Allotment grass cutti
						4400	142	221.90	Inv.Play Area grass cut
						4780	142	52.50	Inv.3302-Play Area bin empty
						4781	220	79.58	Inv.3302-JSF Bin emptying
						4401	220	692.17	Inv.3302-JSF Grass cutting
						4400	142	34.66	Inv.3302-Kestrel shrub mainten
						4409	142	163.33	Inv.3302-Hornchurch grass cutt
						4820	142	32.92	Inv.3302-Shumhold Field cut
						347	0	-32.92	Inv.3302-Shumhold Field cut
						6000	142	32.92	Inv.3302-Shumhold Field cut
28/03/2023	JH Jones & Sons	V3197-BACS	90.00		15.00	4490	142	75.00	Various noticeboard tasks
28/03/2023	Aquasafe Environmental Ltd	V3198-BACS	138.00		23.00	4212	220	115.00	Inv.202- February PPM Visit

Continued on Page 171

Payments for Month 12				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/03/2023	Aquasafe Environmental Ltd	V3199-BACS	138.00		23.00	4212	220	115.00	Inv.306- March PPM Visit
28/03/2023	JH Jones & Sons	V3200-BACS	84.00		14.00	4721	220	35.00	Pitch inspection 10th March
						4721	220	35.00	Pitch inspections 17th March
28/03/2023	Berryfield Village Hall	V3201-BACS	52.50			4200	120	52.50	Annual Parish meeting
28/03/2023	Berryfield Village Hall	V3202-BACS	45.00			4200	120	45.00	Hall hire Energy Cafe
28/03/2023	HM Revenue & Customs	V3203-BACS	2,306.90			4041	130	787.42	Period 12- March 2023
						4000	130	466.20	Period 12- March 2023-T
						4000	130	307.94	Period 12- March 2023-NI
						4020	130	187.20	Period 12- March 2023-T
						4020	130	127.02	Period 12- March 2023-NI
						4010	130	167.00	Period 12- March 2023-T
						4010	130	114.12	Period 12- March 2023-NI
						4460	142	203.60	Period 12- March 2023-T
						4800	320	21.60	Period 12- March 2023-T
						4070	120	-75.20	Period 12- March 2023-T
28/03/2023	Wiltshire Pension Fund	V3204-BACS	1,916.63			4000	130	234.92	Period 12- March 2023
						4020	130	122.18	Period 12- March 2023
						4010	130	115.94	Period 12- March 2023
						4045	130	1,443.59	Period 12- March 2023
28/03/2023	Teresa Strange	V3205-BACS	████████		9.75	4000	130	████████	March 2023 Salary
						4680	170	48.75	NHP Printing for Area Board
						4120	120	95.00	Purchase of 1st Class stamps
28/03/2023	Lorraine McRandle	V3206-BACS	████████			4020	130	████████	March 2023 Salary
28/03/2023	Marianne Rossi	V3207-BACS	████████			4010	130	████████	March 2023 Salary
						4582	142	20.00	Cutting of keys BYF Entrance
						4250	120	6.00	Land registry search
						4120	120	3.45	Postage- BYF V Hall lease
						4120	120	47.60	Purchase of 2nd class stamps
28/03/2023	Terry Cole	V3208-BACS	████████			4460	142	████████	March 2023 Salary
						4050	142	47.50	Travel Allowance March 23
						4051	142	63.45	Mileage x141 miles
28/03/2023	David Cole	V3209-BACS	████████			4800	320	████████	March 2023 Salary
28/03/2023	John Glover	V3210-BACS	131.24			4070	120	131.24	Chairs Allowance- March 23
31/03/2023	Teresa Strange	V3191-S/O	5.30		0.88	4190	120	4.42	Reinburse- Out of hours mob
31/03/2023	Unity Trust Bank	V3213	0.30			4140	120	0.30	Manual handling charge
31/03/2023	Unity Trust Bank	V3214	28.20			4140	120	28.20	Service Charge
<b>Total Payments for Month</b>			71,824.59	0.00	575.63			71,248.96	
<b>Balance Carried Fwd</b>			406,463.43						
<b>Cashbook Totals</b>			478,288.02	0.00	575.63			477,712.39	

Total Salaries  
March 2023

£6,731.19

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		300,000.00					300,000.00	
Banked:		0.00						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>300,000.00</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		300,000.00						
	<b>Cashbook Totals</b>		<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>300,000.00</u>	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 General Account Income</b>								
1076 Precept	217,977	235,689	235,689	(0)			100.0%	
1080 Bank Interest Received	0	37	0	(37)			0.0%	
1100 Grants and Donations RCVD	2,338	8,361	10,000	1,639			83.6%	8,361
1120 Shaw VH and Playing Field-Rent	10	20	10	(10)			200.0%	
1130 Photocopying and YE Account Sa	55	70	50	(20)			141.0%	
1140 Solar Farm Community Fund	14,850	16,119	5,000	(11,119)			322.4%	
1150 Covid-19 Grants	934	0	0	0			0.0%	
<b>General Account Income :- Income</b>	<b>236,164</b>	<b>260,296</b>	<b>250,749</b>	<b>(9,547)</b>			<b>103.8%</b>	<b>8,361</b>
<b>Net Income</b>	<b>236,164</b>	<b>260,296</b>	<b>250,749</b>	<b>(9,547)</b>				
6001 less Transfer to EMR	0	8,361						
<b>Movement to/(from) Gen Reserve</b>	<b>236,164</b>	<b>251,935</b>						
<b>120 Administration costs</b>								
4070 Chairs Allowance	816	816	835	19		19	97.7%	
4080 Members Training	455	0	560	560		560	0.0%	
4090 Members Expenses	0	0	25	25		25	0.0%	
4100 Audit Fees	1,950	695	2,500	1,805		1,805	27.8%	
4120 Postage	751	992	500	(492)		(492)	198.5%	
4130 Photocopying	2,014	2,298	1,500	(798)		(798)	153.2%	
4140 Bank Charges	153	161	175	14		14	92.0%	
4150 Admin and Stationery	1,128	817	1,000	183		183	81.7%	
4155 Refreshments Comm Events	20	136	150	14		14	90.8%	
4160 Minute Books Binding	410	0	225	225		225	0.0%	
4175 Email & Cloud hosting	948	1,087	1,000	(87)		(87)	108.7%	
4180 IT Support	0	140	300	160		160	46.7%	
4185 Accountancy Support	818	270	850	580		580	31.8%	
4190 Telephone/Broadband/Line Rent	4,191	1,644	2,500	856		856	65.7%	
4200 Room Hire/Zoom	535	789	380	(409)		(409)	207.7%	
4210 Safety/PAT Check	195	57	150	93		93	38.1%	
4220 Chairman's Brd/Chain of Office	62	0	100	100		100	0.0%	
4230 Advertising	499	93	500	407		407	18.6%	
4240 Quarterly Newsletter	495	990	2,100	1,110		1,110	47.1%	
4250 Land Search Fee	51	20	50	30		30	40.0%	
4271 Office Utilities	1,500	0	0	0		0	0.0%	
4351 New Equip & Furniture	3,296	5,132	5,700	568		568	90.0%	
4352 Office Relocation	0	1,800	1,000	(800)		(800)	180.0%	
4370 Cleaning Materials	5	33	50	17		17	66.5%	
4372 Covid-19	913	0	500	500		500	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Cleaning - Contractor	147	0	350	350		350	0.0%	
4390 Professional Services	0	1,250	300	(950)		(950)	416.7%	
4391 GDPR Compliance	35	35	110	75		75	31.8%	
4720 Repairs & Maintenance - Office	0	21	50	29		29	41.6%	
Administration costs :- Indirect Expenditure	<b>21,388</b>	<b>19,277</b>	<b>23,460</b>	<b>4,183</b>	<b>0</b>	<b>4,183</b>	<b>82.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(21,388)</b>	<b>(19,277)</b>	<b>(23,460)</b>	<b>(4,183)</b>				
<b>130 Staffing</b>								
4000 Clerk's Salary							105.0%	
4010 Finance & Amenities Officer Sa							96.2%	
4020 Parish Officer Salary							97.8%	
4041 NI - EmployER	7,763	9,564	10,000	436		436	95.6%	
4045 Superannuation - EmployER	16,057	17,201	18,207	1,006		1,006	94.5%	
4048 Office Staff Mileage & Parking	34	140	100	(40)		(40)	139.9%	
4055 Staff Training	950	905	350	(555)		(555)	258.6%	
4060 Staff DBS	111	0	60	60		60	0.0%	
Staffing :- Indirect Expenditure	<b>106,424</b>	<b>119,803</b>	<b>120,272</b>	<b>469</b>	<b>0</b>	<b>469</b>	<b>99.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(106,424)</b>	<b>(119,803)</b>	<b>(120,272)</b>	<b>(469)</b>				
<b>140 Council Office Costs</b>								
4270 Office Rent - Campus	0	6,920	7,779	859		859	89.0%	
Council Office Costs :- Indirect Expenditure	<b>0</b>	<b>6,920</b>	<b>7,779</b>	<b>859</b>	<b>0</b>	<b>859</b>	<b>89.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,920)</b>	<b>(7,779)</b>	<b>(859)</b>				
<b>142 Parish Amenities</b>								
1440 Shurnhold Fields Income	952	0	0	0			0.0%	
1450 Berryfield Village Hall PWL	494,827	0	0	0			0.0%	
1460 Insurance Claim	1,750	0	0	0			0.0%	
1470 Berryfield Village Hall Reimbu	0	2,233	0	(2,233)			0.0%	
Parish Amenities :- Income	<b>497,529</b>	<b>2,233</b>	<b>0</b>	<b>(2,233)</b>				<b>0</b>
1190 Defibrillator	1,397	979	1,035	56		56	94.6%	
4050 Caretaker Travel Allowance	570	570	570	0		0	100.0%	
4051 Caretaker Mileage & Parking	554	578	500	(78)		(78)	115.7%	
4281 Insurance	4,268	4,694	4,500	(194)		(194)	104.3%	
4385 Play Area Safety Surface Clean	2,930	3,300	8,821	5,521		5,521	37.4%	
4400 Play Area - Grass Cutting	3,079	2,822	3,969	1,147		1,147	71.1%	
4409 Hornchurch Road Public Open Sp	1,960	1,797	1,960	163		163	91.7%	

Total Actual last year  
on all salaries  
£91,785

Total Actual Year to  
date on all salaries  
£103,066

Current budget for  
all salaries  
£101,582.00

Continued over page

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 ROSPA Inspections	1,641	(119)	775	894		894	(15.4%)	
4420 St Barnabas Annual Rent	10	10	10	0		0	100.0%	
4460 Caretaker Salary							107.0%	
4490 Repair & Maintenance - Parish	1,610	3,215	300	(2,915)		(2,915)	1071.6%	
4500 Weedspraying	2,760	2,473	2,900	427		427	85.3%	
4510 CATG Contributions	0	0	5,500	5,500		5,500	0.0%	
4540 Speed Indicator Device	2,600	1,611	1,300	(311)		(311)	123.9%	
4560 Shaw & Whitley Flood Resource	493	268	500	232		232	53.6%	
4575 Village Halls & Play Areas (Ne	31,287	480	15,000	14,520		14,520	3.2%	
4576 Drinking Water Fountains	3,088	0	0	0		0	0.0%	
4582 New Berryfield Village Hall Pr	236,723	572,007	755,000	182,993		182,993	75.8%	
4583 PWL Capital Payment	49,500	99,000	99,000	0		0	100.0%	
4584 PWL Interest Payment	3,094	5,259	5,259	(0)		(0)	100.0%	
4585 East of Melksham Community Cen	0	315,030	0	(315,030)		(315,030)	0.0%	
4590 Street Furniture	3,069	2,611	2,500	(111)		(111)	104.4%	
4600 Bus Shelters Cleaning	450	0	840	840		840	0.0%	
4780 Play Area - Bin Emptying	630	578	840	263		263	68.8%	
4785 Replacing Wiltshire Council bi	1,172	1,134	1,000	(134)		(134)	113.4%	
4820 Shumhold Fields Project	2,931	(159)	1,700	1,859		1,859	(9.3%)	543
4825 Shumhold Fields CAPITAL Expen	1,904	0	0	0		0	0.0%	
<b>Parish Amenities :- Indirect Expenditure</b>	<b>367,267</b>	<b>1,028,165</b>	<b>923,146</b>	<b>(105,019)</b>	<b>0</b>	<b>(105,019)</b>	<b>111.4%</b>	<b>543</b>
<b>Net Income over Expenditure</b>	<b>130,262</b>	<b>(1,025,932)</b>	<b>(923,146)</b>	<b>102,786</b>				
6000 plus Transfer from EMR	312,454	543						
6001 less Transfer to EMR	494,827	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(52,111)</b>	<b>(1,025,389)</b>						
<b>170 Community Support</b>								
1480 Neighbourhood Plan Income	2,736	0	500	500			0.0%	
Community Support :- Income	2,736	0	500	500			0.0%	0
4451 Young Melksham	2,500	0	0	0		0	0.0%	
4610 Section 137 Grant	9,200	13,850	15,000	1,150		1,150	92.3%	
4620 Village Hall Grants	9,250	14,700	15,000	300		300	98.0%	
4630 Other Grants (TIC - Section 14	600	600	800	200		200	75.0%	
4650 Subscriptions	1,218	1,552	1,750	198		198	88.7%	
4670 Melks Public Toilets Contrib	5,519	(7,500)	7,500	15,000		15,000	(100.0%)	
4680 Neighbourhood Plan	4,194	7,644	2,000	(5,644)		(5,644)	382.2%	
4685 Melksham Community Response	0	0	200	200		200	0.0%	
<b>Community Support :- Indirect Expenditure</b>	<b>32,480</b>	<b>30,846</b>	<b>42,250</b>	<b>11,404</b>	<b>0</b>	<b>11,404</b>	<b>73.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(29,745)</b>	<b>(30,846)</b>	<b>(41,750)</b>	<b>(10,904)</b>				

Continued over page

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>180 Joint Ventures</b>								
4690 New Train Station Contrib	3,000	0	0	0		0	0.0%	
4695 Art Contribution Bowerhill	50	0	0	0		0	0.0%	
Joint Ventures :- Indirect Expenditure	<b>3,050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(3,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>210 Jubilee Sports Field Income</b>								
1210 Football Bookings	9,518	11,150	9,000	(2,150)			123.9%	
1260 Hire of Lounge/Kitchen Area un	75	75	150	75			50.0%	
Jubilee Sports Field Income :- Income	<b>9,593</b>	<b>11,225</b>	<b>9,150</b>	<b>(2,075)</b>			<b>122.7%</b>	<b>0</b>
<b>Net Income</b>	<b>9,593</b>	<b>11,225</b>	<b>9,150</b>	<b>(2,075)</b>				
<b>220 Jubilee Sports Field Expenditu</b>								
4212 Safety/PAT Check - % JSF Use	2,757	3,463	3,200	(263)		(263)	108.2%	
4282 Insurance - % JSF Use	3,949	4,312	4,100	(212)		(212)	105.2%	
4302 Electricity - % JSF Use	1,043	1,571	2,100	529		529	74.8%	
4312 Gas - % JSF Use	1,630	1,665	1,100	(565)		(565)	151.3%	
4322 Water and Sewage - % JSF Use	358	360	900	540		540	40.0%	
4381 Cleaning Contractor - % JSF Us	1,701	1,453	3,000	1,547		1,547	48.4%	
4384 WiFi & Line- Pavilion	0	65	0	(65)		(65)	0.0%	
4401 JSF Grass Cutting/Line Marking	8,558	7,614	8,432	818		818	90.3%	
4405 JSF Hedge Maintenance	2,189	1,050	550	(500)		(500)	190.9%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	101	(101)	0	101		101	0.0%	
4721 Repairs & Maintennce - JSF	14,411	4,899	1,500	(3,399)		(3,399)	326.6%	
4740 JSF Spiking	280	0	500	500		500	0.0%	
4750 Deep Clean	40	300	0	(300)		(300)	0.0%	
4770 Waste Collection - %JSF Use	810	1,238	980	(258)		(258)	126.4%	
4781 JSF Bin Emptying	955	875	955	80		80	91.7%	
4791 Boiler Servicing - % JSF Use	0	400	600	200		200	66.7%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	<b>38,781</b>	<b>29,165</b>	<b>28,752</b>	<b>(413)</b>	<b>0</b>	<b>(413)</b>	<b>101.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(38,781)</b>	<b>(29,165)</b>	<b>(28,752)</b>	<b>413</b>				
6000 plus Transfer from EMR	2,189	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(36,592)</b>	<b>(29,165)</b>						

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>310 Allotment Income</b>								
1310 Berryfield Allotment Rents - C	1,283	2,596	1,343	(1,253)			193.3%	
1320 Briansfield Allotment Rent - C	1,122	2,397	1,140	(1,257)			210.3%	
<b>Allotment Income :- Income</b>	<b>2,405</b>	<b>4,993</b>	<b>2,483</b>	<b>(2,510)</b>			<b>201.1%</b>	<b>0</b>
<b>Net Income</b>	<b>2,405</b>	<b>4,993</b>	<b>2,483</b>	<b>(2,510)</b>				
<b>320 Allotment Expenditure</b>								
4323 Water - Allotments	306	373	580	207		207	64.4%	
4402 Allotment Grass Cutting	722	662	722	60		60	91.6%	
4722 Repairs & Maintenance - Allotm	14	830	50	(780)		(780)	1660.0%	
4800 Allotment Warden Salary							158.6%	
<b>Allotment Expenditure :- Indirect Expenditure</b>	<b>1,770</b>	<b>2,912</b>	<b>2,012</b>	<b>(900)</b>	<b>0</b>	<b>(900)</b>	<b>144.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,770)</b>	<b>(2,912)</b>	<b>(2,012)</b>	<b>900</b>				
<b>350 CIL</b>								
1420 Community Infrastructure Levy	6,414	12,014	50,000	37,986			24.0%	
<b>CIL :- Income</b>	<b>6,414</b>	<b>12,014</b>	<b>50,000</b>	<b>37,986</b>			<b>24.0%</b>	<b>0</b>
<b>Net Income</b>	<b>6,414</b>	<b>12,014</b>	<b>50,000</b>	<b>37,986</b>				
<b>400 S106</b>								
1170 Wiltshire Council Contribution	136,450	425,998	0	(425,998)			0.0%	
<b>S106 :- Income</b>	<b>136,450</b>	<b>425,998</b>	<b>0</b>	<b>(425,998)</b>				<b>0</b>
<b>Net Income</b>	<b>136,450</b>	<b>425,998</b>	<b>0</b>	<b>(425,998)</b>				
<b>Grand Totals:- Income</b>	<b>891,292</b>	<b>716,759</b>	<b>312,882</b>	<b>(403,877)</b>			<b>229.1%</b>	
<b>Expenditure</b>	<b>571,159</b>	<b>1,237,088</b>	<b>1,147,671</b>	<b>(89,417)</b>	<b>0</b>	<b>(89,417)</b>	<b>107.8%</b>	
<b>Net Income over Expenditure</b>	<b>320,133</b>	<b>(520,329)</b>	<b>(834,789)</b>	<b>(314,460)</b>				
plus Transfer from EMR	314,642	543						
less Transfer to EMR	494,827	8,361						
<b>Movement to/(from) Gen Reserve</b>	<b>139,948</b>	<b>(528,147)</b>						

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	31/03/2023		102,820.89
			<u>102,820.89</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
24/03/2023 V3212-6108 HM Land Registry		4.00	
			<u>4.00</u>
			102,816.89
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			102,816.89
		<b>Balance per Cash Book is :-</b>	<b>102,816.89</b>
		<b>Difference is :-</b>	<b>0.00</b>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/03/2023	108	406,463.43
			<u>406,463.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			406,463.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			406,463.43
		<b>Balance per Cash Book is :-</b>	<b>406,463.43</b>
		<b>Difference is :-</b>	<b>0.00</b>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/03/2023		300,000.00
			<u>300,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			300,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			300,000.00
		<b>Balance per Cash Book is :-</b>	<b>300,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>