

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday 24 July 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), David Pafford (Vice Chair of Council), Alan Baines, Mark Harris, Shona Holt, Peter Richardson, Andy Russell, Robert Shea-Simonds and Richard Wood

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

In attendance: Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

127/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting.

A minute's silence was held in memory of former Councillor Don Millard who had recently passed away.

128/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who was away, Councillor Doel whose was attending to a family member who was convalescing. Apologies had also been received from Councillor Patacchiola who was travelling abroad.

It was noted Councillor Hoyle was not present, however it was understood that following a recent promotion he was overseas more often.

Resolved: To accept and approve the reasons for absence.

129/23 To consider holding items in Committee 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 7(d) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Resolved: For agenda item 7(d) to be held in closed session as it related to ongoing site selection work for the Neighbourhood Plan and related contact with developers.

130/23 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 received.

131/23 Public Participation & Invited Guests

Standing Orders were suspended.

- Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold

Councillor Alford updated the meeting on the draft Local Plan, approved at a Wiltshire Full Council meeting held on 18 July and would be going out to Regulation 19 consultation in the Autumn.

The plan included 3 strategic sites for Melksham and an allocation of 270 dwellings for the Neighbourhood Plan, (70 of which were for Shaw & Whitley).

Councillor Alford informed the meeting Melksham Town Council were currently in discussions with Wiltshire Council on taking on the Blue Pool site.

Councillor Glover asked if the Town Council had a business plan in place if it were to take on the site.

Councillor Alford stated as yet, there was no business plan, however, anticipated one would be produced in due course, if the project moved forward.

Standing Orders reinstated.

- Wiltshire Councillor Nick Holder, Bowerhill

Wiltshire Councillor Nick Holder had tendered his apologies, as he was away.

- Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural

Wiltshire Councillor Seed had tendered his apologies, as he was isolating himself prior to a hospital visit later in the week.

Wiltshire Councillor Alford left the meeting at 7.09pm

132/23 a) To approve the Minutes of the Full Council meeting held on 19 June 2023.

Resolved: To approve and for the Chair to sign the Full Council minutes of 19 June 2023.

b) To receive responses from Wiltshire Council following queries raised (if received)

The Clerk explained no responses had been received from Wiltshire Council to recent queries relating to Melksham House and to Community Infrastructure Levy (CIL) funding being used for highway projects in the parish.

c) To note costs for hiring Shaw Village Hall and consider a venue for the Annual Parish Meeting 15 April 2024

Councillor Glover informed the meeting that hire charges for Shaw Primary School for the Annual Parish meeting would be £50 per hour and sought a steer from Members if they wished to hold the meeting elsewhere in the Parish.

Resolved: To enquire if Melksham Rugby Club was available to hold the Annual Parish Meeting, on 15 April 2024.

d) To note next Planning Committee and Full Council meetings to approve the draft Neighbourhood Plan for consultation, to be held on Monday 14 August 2023.

Members noted the proposed Planning Committee meeting for August would be held on 14 August 2023, with a Full Council meeting to be held afterwards, to approve the draft Neighbourhood Plan prior to consultation.

133/23 Planning:

a) To approve the Minutes of the Planning Committee meetings held on 26 June 2023 & 17 July 2023 & confidential notes to accompany the Planning Committee minutes of 17 July 2023

The Clerk asked for the following amendment to the Planning Committee minutes of 26 June 2023:

Min 86(a)(iv): To support the revised quotation of £9,075 for Place and additional expenditure as indicated.

With regard to the Planning minutes of 17 July 2023 and Confidential Notes to accompany the minutes, these had been sent as draft, due to the Clerk being on annual leave and unable to proof read prior to

circulation. A few amendments were required which did not change the context of the minutes.

Resolved: To approve, with the suggested amendments and for the Chair to sign the Planning Committee minutes of 26 June and 17 July 2023.

To approve and for the Chair to sign the Confidential Notes to accompany the Planning Committee minutes of 17 July 2023, with the suggested amendments.

b) To formally approve Planning Committee recommendations of 26 June & 17 July 2023.

Planning Minutes: 17 July 2023

The Clerk explained with regard to minute 122/23: Revised Plans for 50 dwellings, Land West of Semington Road (PL/2023/00808), Members had agreed to keep the 'Call In', in order that the issue of safe walking routes to schools could be addressed at a Wiltshire Council Planning Committee. However, the Planning Officer had contacted the office to explain the reason for the Parish Council making the request was not relevant at Reserved Matters stage, as would have to have been dealt with at Outline stage. The Clerk sought a steer from Members how they wished to proceed with the 'Call in' request.

At a recent Wiltshire Council Planning Committee, Councillor Seed helped ensure that various conditions were imposed on the Reserved Matters planning application for 144 dwellings on Semington Road (PL/2022/02749) to address the concerns of the Parish Council. As a result, he was suggested to be the best person to decide whether a 'call in' request would be successful in achieving a similar outcome. Councillor Glover noted the concerns of the Parish Council with regard to safe walking routes to schools was an issue which could be raised with consultations regarding the proposed primary school at Pathfinder Way.

The Clerk asked Members if they had a preferred date to meet the consultants regarding the primary school proposals on Pathfinder Place.

Resolved: To approve the recommendations of the Planning Committee meetings held 26 June & 17 July 2023.

- To leave the decision on the 'call in' request relating to the revised plans for 50 dwellings on land West of Semington Road (PL/2023/00808) to Councillor Jonathon Seed.
- To arrange a meeting regarding the proposed primary school at Pathfinder Place with the consultants on Wednesday 9 August at

10.00am) and to invite Bowerhill ward members, representatives from the Town Council and Wiltshire Councillor Nick Holder to the meeting. To give delegated powers to the Planning Committee on 14 August 2023 to submit a response to the consultation (deadline 16 August).

- c) Draft Local Plan is due for approval by Wiltshire Council Full Council on 18 July 2023 to enable Autumn consultation. To note decision.**

This item had been raised earlier in the meeting by Wiltshire Councillor Phil Alford.

- d)C To consider potential site allocations in NHP#2, to give steer to Parish Council representatives at the Melksham Neighbourhood Plan Steering Meeting to be held on 26 July 2023.**

This item was held in closed session.

Members were reminded this item was strictly confidential and that approval of sites was sought, in order to give Council representatives on the Neighbourhood Plan Steering group a steer of the thoughts of the Parish Council, prior to the Steering Group meeting on 26 July.

Resolved: To support the plan policy on housing allocation as presented and hand over the next stage to the Steering Group.

134/23 Finance:

- a) To note Income/Expenditure reports for June.**

Resolved: To note the Income/Expenditure reports for June.

- b) To appoint cheque signatories/online authority for July/August payments.**

Resolved: To appoint cheque signatories/online authority as follows:

| | |
|-------------------------------|--------|
| Councillors Holt & Wood: | July |
| Councillors Glover & Pafford: | August |

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

i) To note interest earned to date following investment of funds

Members noted for the financial year 2022/23, £35.58 interest had been received.

However, for the 2023/24 financial year, the following interest was received:

| | |
|------------------------------|------------------|
| Fixed Term Monthly Deposits | £ 289.03 |
| Instant Access Unity Account | <u>£1,175.08</u> |
| TOTAL | £2,040.11 |

Amount of interest due 31 July 2023:

| | |
|--------------------------------------|-----------|
| Six-month fixed term (£300k): | £4,038.90 |
| Monthly (from 20 June-31 July 2023): | £ 260.94 |

Grand total up to 31 July 2023: £6,375.53.

ii) To consider having a presentation from CCLA (Churches, Charities and Local Authorities).

Prior to making a decision on the 6-month investment of funds, the Clerk asked if members wished to invite CCLA to talk to the Council regarding investments, particularly as they were currently offering 4.4% interest on a bond, compared to the interest on the Lloyds 6-month fixed term deposit at 2.7% interest.

Resolved: To transfer funds for 3 months and to invite CCLA to make a presentation to members of the Finance Committee (all Members invited) and to decide on further investment opportunities once the meeting has taken place.

iii) Six month transfer (current one expires 31 July 2023)

Resolved: To invest £387,000 for 3 months in a Lloyds Bank Fixed Term Deposit from the Lloyds Bank Current Account.

iv) One month transfer

Resolved: To transfer £120,000 until 11 September (date of next Full Council meeting) in a Lloyds Bank Fixed Term Deposit from the Lloyds Bank Current Account.

v) **Transfer of funds from Unity Instant Access Account to Unity Current Account**

Resolved: To transfer £128,200 from Unity Instant Access Account to Unity Current Account for cashflow.

d) **Quarterly Reports for Quarter 4 April, May, June)**

i) **To note Budget vs Actual**

Resolved: To note the Budget vs Actual Reports for Q4.

ii) **To note Bank Reconciliation**

Resolved: To note the Bank Reconciliation.

iii) **To note update on VAT reclaim**

Resolved: Members noted the VAT reclaim was yet to be submitted as Officers were awaiting a response to a query they had raised with the Wiltshire Association of Local Councils (WALC).

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

Resolved: To note the ‘Over £500 spend’ report to meet Transparency good practice that will be uploaded to the parish council website.

e) **To note if anyone has exercised their right to inspect the Council’s accounts (period 26 June to 4 August)**

The Clerk informed that no one as yet had exercised their rights to inspect the Council’s accounts.

135/23 Highways

a) **Road Safety Working Group. To note meeting has been arranged for Tuesday 19 September at 6.00pm with the Highways Officer.**

Members noted a meeting had been arranged with Mark Stansby, Senior Traffic Engineer on 19 September at 6.00pm. A list of topics to be covered at the meeting had been requested, in order that the relevant information could be brought to the meeting.

Both Councillors Holt and Wood raised concerns cyclists heading to Melksham cross to the wrong side of the road at the beginning of the

Mobile Home Park and continue along the route to use the pedestrian crossing on the A350.

Concern was also raised there was no safer route onwards to Melksham Town Centre. Once cyclists have crossed the improved crossing at the A350 and head towards the town centre, there is no cycle lane once cyclists pass the Longford Road turning. It was agreed that these points were better addressed as part of the Active Travel safety audit later in the agenda.

It had already been requested that information on speed limit reviews be brought to the meeting, with Members asked if they had any other topics they wished to raise.

b) Resolved: To forward to the Highway Officer the paper recently produced by Councillor Richardson setting out the proposal to develop a strategy to improve road safety in the parish.

c) Speed Indicator Device.

i) Following successful SID Data pilot across Wiltshire, to approve joining the scheme to enable data download from SID#2 to be sent direct to Police for action.

Following a recent briefing meeting on the SID data pilot, it was confirmed data from SID#2 (the newer Evolis model) could be downloaded via Bluetooth and sent directly to the Police once a month in order for them to assess where to deploy Speed Enforcement resources.

The best person to download the data from the device was most likely the contractors who relocated it every two weeks, as it needed to be downloaded per location. There may well be additional cost implications for this, and perhaps for a Bluetooth enabled device.

Resolved: To approve joining the scheme to enable data download from SID#2 and to investigate the best way to do this.

ii) Further to Min 63(d)/22 (Asset Management Meeting 6 June 2022) to consider upgrading SID#1 to join the scheme (not compatible at present)

It was noted even if the device could store data, the data might not be able to be downloaded in the right format to enable the Police to review it, as not all models were compatible. There was also a relatively expensive software installation required.

Resolved: Not to upgrade SID#1.

**d) Hilperton to Melksham Active Travel Route, Stage 4 Safety Audit.
To consider a submission to the audit.**

It was noted various concerns had been raised regarding the Active Travel route along Semington Road, which formed part of Cycleway 403.

Resolved: To forward the following response to the Stage 4 Safety Audit:

- Improvements, such as signage/markings are required to stop cyclists travelling in the wrong direction along the cycle lanes.
- Cyclists heading to Melksham on Semington Road are crossing to the wrong side of the road at the beginning of the Mobile Home Park and continuing along the route to use the pedestrian crossing on the A350.
- There is no safer route onwards to Melksham Town Centre. Once cyclists have crossed the improved crossing at the A350 and head towards the town centre, there is no cycle lane once cyclists pass the Longford Road turning.
- There has been no investment in Semington Road traffic management/road safety despite various recent new developments providing highway contributions via Section 106 Agreements to Wiltshire Council.
- Money has been spent on improving the cycleway and providing a new junction at the A350 roundabout end of Semington Road near Townsend Farm. However, cycling along Semington Road is highly dangerous due to speeding traffic, inconsiderate parking, including on parts of the cycleway. The road is constantly used as a cut through by drivers/customers wishing to access businesses on Hampton Park West, rather than using the A350 bypass.
- The cycle route should be a pleasure to use, all the way through to the new byway/bridle path from Semington village through to Hilperton. Unfortunately, this is not the case.
- One of the consequences of the poor-quality cycling provision and speeding traffic is those cyclists who are prepared to use the road, invariably use the pavements, rather than the roadway, causing serious danger to pedestrians.
- As a route for residents of Melksham to access the few remaining green spaces in the town, including the Kennet & Avon canal, this route needs to be far more user friendly to pedestrians, cyclists, horse riders, dog walkers etc. However, such road users need far better protection than is currently afforded.
- With the 400 plus additional houses due to be built or already completed, there will be an increase in school aged children, who will need safe access to nearby primary and secondary schools.

Unfortunately, due to the issues around speeding traffic, inconsiderate parking and dangerously narrow and unsuitable footpaths, there is no existing safe route.

e) To note Wiltshire Councillor Nick Holder has requested Wiltshire Council investigates an overnight truck stop, with toilet facilities for Bowerhill Industrial Estate

Members welcomed Councillor Holder's approach to Wiltshire Council for a truck stop, particularly as the Parish Council had been asking for one for many years, following the closure of one in the town. Members felt a facility offering a meal, toilet, and secure facilities for long distance lorry drivers and more than something just to remove the HGVs parking overnight on the roads was more preferable.

Resolved: To support the request of Wiltshire Councillor Holder.

136/23 Asset Management

a) To approve the Minutes of the Asset Management Committee meeting held on 10 July 2023

Resolved: To approve and for the Chair to sign the minutes of the Asset Management Committee meeting held on 10 July 2023.

b) To formally approve Asset Management Committee recommendations of 10 July 2023.

Resolved: To approve the recommendations contained within the Asset Management Committee minutes of 10 July 2023.

c) To consider draft and approve land transfer of Davey Play Area (if received)

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

d) To consider a request for a new defibrillator to be installed outside Bowerhill Village Hall. Funding is currently available via <https://www.gov.uk/government/news/bids-invited-for-1-million-defibrillator-fund>

Councillor Russell explained at a recent Bowerhill Village Hall meeting it had been asked if the defibrillator, which was currently stored inside the building, could be located outside in order to make it more accessible.

Community Heartbeat had been approached for their thoughts, particularly as the device would be located behind a fence and gate, who had stated that even if the gate was unlocked, in an emergency

situation people could panic and consequently slow down access to the defibrillator.

They had also suggested the device could be located outside the gates near the road, particularly if the option of providing 'thermal bags' to keep the pads warm was chosen, as the cabinet would not require an electricity supply. The Clerk advised that a motion sensor light would need to be installed, to enable people to see the keypad in the dark.

Some Members, whilst appreciating the sentiment behind the request, felt there were other parts of the parish that did not have easy access to a defibrillator and therefore the Parish Council should be looking to these areas to provide additional defibrillators, with a suggestion that a policy was required to look into gaps in the parish where defibrillators are not easily accessible and how to deal with similar requests for defibrillators in the parish in the future.

It was understood the device currently inside the village hall was often removed by Bowerhill Primary School on a regular basis for potential use, however, it was not clear when removed if it was ever used.

The Clerk informed the meeting that if the device is taken by the school as a precautionary measure and no one was aware, the device would not be taken 'off service' and therefore if an emergency call were to come through in the vicinity, people would be directed to the village hall to access the device, only to find it missing.

It was suggested the school should have access to their own device and if one were to be provided outside the village hall, this should not be taken by the school as a 'precautionary measure' and should only be accessed when instructed by the Ambulance Service.

The Clerk explained there would be additional costs in providing an external defibrillator, such as a cabinet, electrical installation costs for possible power if not using one that had a 'thermal bag' option, and a motion sensor light, as well as installation costs for a possible stand for the device.

It was agreed that if a device were to be located near the road, it should be installed adjacent to the street light, removing the requirement for a light sensor.

Resolved: Approve the provision of a defibrillator outside the gates of Bowerhill Village Hall, taking advantage of any grant funding available.

Subject to the agreement of Bowerhill Village Hall, the current device is donated to Bowerhill Primary School. Making it clear any

maintenance, replacement pads etc, access to Webnos and counselling via Community Heartbeat have been transferred to them.

To create a policy for defibrillator requests and to identify where there are gaps in the parish without access to a device.

e) To approve quotation for replacement base for Pavilion water tank.

The Clerk declared an interest in this item as her husband was one of the contractors who had provided budget costings.

Whilst quotes were not available, two budget costings had been provided, one from the Council's water safety contractor of £2,750, which would involve RSJs, disconnecting and removal of the tank, installation of new custom-built steel base, then re-fit. There would be an additional cost for the chlorination to take place at the same time but this was already budgeted for. The chlorination is part of the annual maintenance and requires the emptying of the tank but has been postponed so that this work could take place at the same time. The water treatment contractor had suggested a more cost-effective solution may be to build a base from block and concrete.

Andy Strange Property & Garden Maintenance had provided a budget costing of £440, for some breeze blocks and concrete to make a solid base as an alternative to a custom-made steel base, but this obviously did not include the plumbing works.

The Clerk advised further investigation was required to ascertain the best way forward.

The Clerk explained that it was still unclear whether there was a crack in the water tank leaking water into the boiler room, or if it was coming from rain getting in through the louvre doors. When the tank was emptied then the possible hairline crack would be investigated. If the water was thought to come from through the doors, the Clerk asked if some boarding should be added to the lower part of the doors. Members expressed concern at this, as the louvre doors were there to provide ventilation and therefore, air flow should not be prevented.

It was suggested if breeze blocks were to be installed, slate should be introduced between these and the tank itself, in order to spread the load.

The Clerk suggested officers have delegated powers in order to make further investigations and authorise completion of the work, in order it could be done prior to the football season.

Resolved: To give delegated powers to officers to find a cost-effective solution to replace the base and arrange for the works to be

completed in the region of the indicative budget costs already indicated.

- f) **To approve transfer of PlusNet Broadband accounts (Office and Pavilion) to BT, as PlusNet ceasing trading for commercial customers**

The Clerk explained approval was required from Council, in order to enter into a new contract.

Resolved: For officers to seek additional quotes for comparison and under delegated powers transfer both broadband accounts.

137/23 Census Information for Melksham Without

- a) **To note census available at Parish council level and note highlights**

<https://www.wiltshireintelligence.org.uk/topics/census/#build>

Members noted the useful information relating to the parish recently released following the Census in 2021, which would help inform policies and decision making.

Population Figures

| | |
|--|---------------|
| Melksham Without | 7,800 |
| Melksham Town | <u>17,500</u> |
| Melksham Neighbourhood Plan Area (Melksham Without & Melksham Town) | 25,300 |

- b) **To note dwelling and elector details**

Members noted the latest updated numbers for the parish to inform policies and decision making, and those of the neighbouring town parish too, as it gives a good basis for negotiating the split of funding for joint projects:

Melksham Without

| | |
|-------------------|-------|
| Total Electorate: | 5,894 |
| Total Properties: | 3,280 |

Melksham Town

| | |
|-------------------|--------|
| Total Electorate: | 13,792 |
| Total Properties: | 8,306 |

Melksham Neighbourhood Plan Area (Melksham Without and Melksham Town):

| | |
|-------------------|--------|
| Total Electorate: | 19,686 |
| Total Properties: | 11,586 |

138/23 What have we done to meet the Climate Friendly agenda?

- a) To note guide on energy saving improvements for occupiers of mobile homes from Centre of Sustainable Energy has been delivered to residents of Mobile Home Park, Semington Road.**

The Clerk explained the Centre for Sustainable Energy had provided a unique guide on energy saving improvements for occupiers of mobile park homes, with this leaflet being delivered by a volunteer to the residents of the Semington Road mobile home park (60+ dwellings). The parish council provided the printing.

- b) To note update on proposals re Bee Route on Semington Road and consider a way forward.**

Wilts & Berks Canal Trust wants to create a "Bee Route" along Semington Road. However, the parish council requires a Streetworks Licence to take on the Section 96 licence and responsibility for the area from Wiltshire Council. This is because a ride-on mower/tractor will be used for the wildflower grass cutting regime on a road that is frequented by many pedestrians, runners and cyclists. The road is part of the Active Travel route from Melksham to Hilperton.

However, upon investigation, the costs of obtaining a Streetworks Licence were cost prohibitive for the group and therefore an alternative solution had been sought by the Parish Council, who had approached their grass cutting contractors to see if they would be able to supervise the Wilts & Berks Canal Trust undertaking this work. Unfortunately, their insurance provider had confirmed that this was not possible.

Members were asked to consider another way forward, noting recent Wessex Water grant funding for biodiversity projects might cover the costs associated with the Wilts & Berks Canal Trust obtaining a Streetworks Licence.

The Clerk was aware that the Wilts & Berks Canal Trust had recently met with BRAG (Bowerhill Residents Action Group) who were currently undertaking a rewilding project on land at Brabazon Way, Bowerhill and the same issue would apply if they were planning on using a tractor on the highway, in that a Streetworks Licence would be required, as well as Public Liability Insurance.

Resolved: Whilst supporting the proposal, to write back to Wilts & Berks Canal Trust to remind them of the requirement for a Streetworks Licence which unfortunately the Parish Council cannot help with.

139/23 Community projects/partnership organisations:

a) To consider a request that Wiltshire Council provide sanitary bins in Council owned or managed male toilets by the end of 2023.

This request had been received from Councillor Chivers, to support a campaign by Prostate Cancer UK for the provision of sanitary bins in male toilets.

It was noted Wiltshire Council no longer ran public toilets, with these now being run by individual town/parish councils, also disabled toilets, which had a sanitary bin, were provided in most buildings, including public buildings.

Concern was expressed not enough information had been provided on what was being requested, unless the request referred to toilets provided at Wiltshire Council's own sites, including schools.

Resolved: To support the Prostate Cancer UK campaign of 'boys need bins'.

b) To receive update following pilot community resilience exercise held in Whitley Reading Rooms on Tuesday 18 July.

Councillor Richardson updated the meeting on the event held on 18 July which had been very successful, with members of CAWS (Community Action: Whitley & Shaw) & CAWS CEG (Community Emergency Group) having been asked to take part in the exercise. There had been some learning coming out of the exercise, which had been videoed and photographed, in order to share with other groups as an exemplar. Wiltshire Council will be issuing a press release in due course.

c) To note Age UK Project quarterly review meeting to be held on Thursday 27 July at 2.00pm. To consider Council representative attending with Clerk.

The Clerk stated she would be attending the meeting and would bring back an update to the next meeting, unfortunately, no members were available to attend too.

d) Consultation on changes to train ticket offices. To consider a response to the consultation

Information had been provided on the current consultation taking place on proposals to close tickets offices, including Chippenham Train station.

It was noted whilst people could obtain tickets online, not everyone was confident in using this option, preferring to use a ticket office or ticket machine. In addition, the ticket machine does not issue the various options available via the ticket office.

Whilst it was noted as part of proposals, a member of staff would be available, if someone wished to purchase a ticket, they might not be accessible, particularly if a ticket was required in order to get onto the platform in the first instance. It may also be hard to locate staff, particularly if there are several platforms they could be located on and may not always be accessible to those with a disability.

Concern was expressed smaller stations may have limited access to staff and therefore could be occupied dealing with other people's enquiries.

Whilst it was noted people can obtain tickets on a train from a conductor, this is not clear on signage at stations which states passengers will be fined if they do not obtain a ticket in order to board a train. Therefore, if the only ticket machine was not working for whatever reason and no staff member was around, particularly at smaller stations, passengers may fear catching a train for fear of being fined.

The meeting was made aware of an incident recently when a passenger boarding a train at Keynsham to travel to Bath could not obtain a ticket prior to boarding the train and therefore sought to obtain one from the conductor. Unfortunately, the conductor did not come along. On arriving at the Bath train station, the passenger explained the situation to a member of staff and sought to purchase a ticket, only to be subsequently fined.

Resolved: To submit a response to the consultation opposing the closure of ticket offices, as such closures could lead to a further decline in the number of people using trains and subsequently a decline in railways, at a time when people should be encouraged to use public transport during a climate emergency.

140/23 Staffing

- a) To approve the minutes of the Staffing Committee meeting held on 26 June 2023.**

Resolved: To approve and for the Chair to sign the Staffing Committee minutes of 26 June 2023.

- b) To formally approve the recommendations of the Staffing Committee meeting of 26 June 2023.**

Resolved: To approve the recommendations of the Staffing Committee meeting held on 26 June 2023.

c) To approve Safeguarding Policy as per Min 95(g)/23.

Resolved: To approve the Safeguarding Policy as per Min 95(g)/23.

d) To approve officers attending a safeguarding course:
<https://www.slcc.co.uk/event/level1-safeguarding-e-course/>
costing £30 for all staff to undertake together.

Resolved: To approve all officers/staff attending a safeguarding course at the same time at a cost of £30 per session.

e) Disciplinary Policy. To note clarification from the National Association of Local Councils (NALC) on the definition of ‘gross insubordination’ and ‘gross negligence’ for inclusion in the policy (if received) and update policy accordingly.

The Clerk explained she was still awaiting this information.

f) To approve Habitual or Vexatious Complainants Policy following a review at the Staffing Committee on 26 June 2023.

Resolved: To approve the Habitual or Vexatious Complainants Policy following a review by the Staffing Committee on 26 June 2023.

The member of public left the meeting at this point (9.09pm) prior to the closed session item (7(d)).

Meeting closed at 9.37pm

Signed:.....
Chair, Full Council, 11 September 2023

Date: 06/07/2023

Melksham without Parish Council Current Year

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Time: 16:32

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

| Receipts for Month 3 | | | Nominal Ledger Analysis | | | | | |
|---------------------------------|--------------------|-------------------|-------------------------|-------------|------|--------|-------------------|--------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| Balance Brought Fwd : | | 8,610.15 | | | | | 8,610.15 | |
| 500175-CHQ | Banked: 05/06/2023 | 3,000.00 | | | | | | |
| V3388-CHQ | ██████████ | 3,000.00 | | | 1100 | 110 | 3,000.00 | Donation Pathfinder defib |
| Banked: 19/06/2023 | | 196,000.00 | | | | | | |
| 19247420 | Fixed Term Deposit | 196,000.00 | | | 210 | | 196,000.00 | V3346-Fixed deposit return |
| V3386-INTE | Banked: 19/06/2023 | 166.73 | | | | | | |
| V3386-INTE | Lloyds Bank | 166.73 | | | 1080 | 110 | 166.73 | Fixed term interest |
| V3389-BACS | Banked: 19/06/2023 | 400.00 | | | | | | |
| V3389-BACS | Future of Football | 400.00 | | | 1210 | 210 | 400.00 | Inv.350- Evening sessions June |
| Total Receipts for Month | | 199,566.73 | 0.00 | 0.00 | | | 199,566.73 | |
| Cashbook Totals | | <u>208,176.88</u> | <u>0.00</u> | <u>0.00</u> | | | <u>208,176.88</u> | |

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Date: 06/07/2023

Melksham without Parish Council Current Year

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Time: 16:32

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

| Payments for Month 3 | | | | Nominal Ledger Analysis | | | | | |
|---------------------------------|---------------------------|------------|--------------|-------------------------|-------|------|--------|------------|--------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 03/04/2023 | Wiltshire Citizens Advice | V3238-6127 | -500.00 | | | 4610 | 170 | -500.00 | Grant 23-24- LOST CHQ |
| 19/06/2023 | Plusnet | V3382-DD | 36.60 | | 6.10 | 4190 | 120 | 30.50 | Inv.012- Campus WIFI & Line |
| 20/06/2023 | Fixed Term Deposit | 20539107 | 202,000.00 | | | 210 | | 202,000.00 | V3348-Fixed term deposit |
| 30/06/2023 | Suez | V3380-DD | 110.18 | | 18.36 | 4770 | 220 | 91.82 | Inv.490-B'Hill sports field bi |
| Total Payments for Month | | | 201,646.78 | 0.00 | 24.46 | | | 201,622.32 | |
| Balance Carried Fwd | | | 6,530.10 | | | | | | |
| Cashbook Totals | | | 208,176.88 | 0.00 | 24.46 | | | 208,152.42 | |

Date: 06/07/2023

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 3

Receipts for Month 3

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 : | | 54,650.91 | | | | | 54,650.91 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>54,650.91</u> | <u>0.00</u> | <u>0.00</u> | | | <u>54,650.91</u> | |

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Date: 06/07/2023

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 3

| Payments for Month 3 | | | | Nominal Ledger Analysis | | | | | |
|----------------------|-----------------------------|------------|--------------|-------------------------|----------|------|--------|----------|--------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 07/06/2023 | EDF Energy | V3384-DD | 220.21 | | 10.49 | 4302 | 220 | 209.72 | Pavi electricity-10 Feb-19 May |
| 13/06/2023 | Plusnet | V3383-DD | 26.40 | | 4.40 | 4384 | 220 | 22.00 | Inv.007-Pavilion WIFI & Liner |
| 16/06/2023 | Lloyds Bank | V3379-DD | 497.90 | | 69.59 | 4055 | 130 | 60.00 | Community building management |
| | | | | | | 4150 | 120 | 26.42 | Notebooks |
| | | | | | | 4680 | 170 | 6.00 | NHP Land search |
| | | | | | | 4680 | 170 | 6.00 | NHP Land search |
| | | | | | | 4680 | 170 | 6.00 | NHP Land search |
| | | | | | | 4680 | 170 | 6.00 | NHP Land Search |
| | | | | | | 4150 | 120 | 10.32 | A4 Envelopes |
| | | | | | | 4150 | 120 | 7.49 | Red Pens |
| | | | | | | 4150 | 120 | 8.32 | Green pens |
| | | | | | | 4120 | 120 | 2.95 | Postage for Planning |
| | | | | | | 4120 | 120 | 9.00 | Postage for Finance agenda pac |
| | | | | | | 4120 | 120 | 6.24 | Envelopes |
| | | | | | | 4250 | 120 | 6.00 | Whitworth P/A land search |
| | | | | | | 4120 | 120 | 14.10 | Notices & Posters |
| | | | | | | 4150 | 120 | 100.28 | Gussetted envelopes |
| | | | | | | 4175 | 120 | 81.00 | Office 365 subscription |
| | | | | | | 4190 | 120 | 33.90 | Office phone charges |
| | | | | | | 4680 | 170 | 6.00 | NHP Land searches |
| | | | | | | 4680 | 170 | 6.00 | NHP Land searches |
| | | | | | | 4175 | 120 | 1.00 | Website hosting |
| | | | | | | 4680 | 170 | 6.00 | NHP Land Searches |
| | | | | | | 4200 | 120 | 12.99 | Online meeting subscription |
| | | | | | | 4120 | 120 | 3.30 | Planning agenda packs |
| | | | | | | 4140 | 120 | 3.00 | Monthly fee |
| 26/06/2023 | IAC Audit & Consultancy Ltd | V3349-BACS | 474.00 | | 79.00 | 4100 | 120 | 395.00 | Inv.1634-Y/E Internal Audit |
| 26/06/2023 | JH Jones & Sons | V3350-BACS | 894.60 | | 149.10 | 4740 | 220 | 745.50 | Inv.3454- Sports field spiking |
| 26/06/2023 | Id Verde | V3351-BACS | 11,878.64 | | 1,979.77 | 4575 | 142 | 9,898.87 | Inv.476-Works at Whitworth P/A |
| 26/06/2023 | JH Jones & Sons | V3352-BACS | 237.60 | | 39.60 | 4721 | 220 | 198.00 | Inv.3475- Level plainings |
| 26/06/2023 | Agilico | V3353-BACS | 129.11 | | 21.52 | 4130 | 120 | 107.59 | Inv.723- Office photocopying |
| 26/06/2023 | Aquasafe Environmental Ltd | V3354-BACS | 300.00 | | 50.00 | 4212 | 220 | 250.00 | Inv.230502-April & May ppm vis |
| 26/06/2023 | JH Jones & Sons | V3355-BACS | 290.40 | | 48.40 | 4490 | 142 | 242.00 | Inv.3482- ex Carson R'about |
| 26/06/2023 | Community First | V3356-BACS | 50.00 | | 8.33 | 4650 | 170 | 41.67 | Inv.5133-WV/HA Membership |
| 26/06/2023 | JH Jones & Sons | V3357-BACS | 1,765.12 | | 294.19 | 4402 | 320 | 66.16 | Inv.3470- Allotment grass cutt |
| | | | | | | 4400 | 142 | 244.09 | Inv.3470- Play Area grass cutt |
| | | | | | | 4780 | 142 | 57.75 | Inv.3470- Play Area bin |
| | | | | | | 4781 | 220 | 87.54 | Inv.3470- JSF Bin emptying |

Continued on Page 180

Payments for Month 3

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|--------|------|--------|----------|---------------------------------|
| | | | | | | 4401 | 220 | 761.38 | Inv.3470-JSF Sports Field |
| | | | | | | 4400 | 142 | 38.13 | Inv.3470- Kestrel Shrub Mainte |
| | | | | | | 4409 | 142 | 179.67 | Inv.3470- Hornchurch cut |
| | | | | | | 4820 | 142 | 36.21 | Inv.3470- May parish mainten |
| | | | | | | 347 | 0 | -36.21 | Inv.3470- May parish mainten |
| | | | | | | 6000 | 142 | 36.21 | Inv.3470- May parish mainten |
| 26/06/2023 | JH Jones & Sons | V3358-BACS | 540.00 | | | 4700 | 220 | 540.00 | Inv.3498- Field mark for tourn |
| 26/06/2023 | JH Jones & Sons | V3359-BACS | 379.38 | | 63.23 | 4400 | 142 | 246.00 | Inv.3496- Whitworth grass cutt |
| | | | | | | 4780 | 142 | 70.15 | Inv.3496- Whitworth bin emptyi |
| 26/06/2023 | Melksham Town Council | V3360-BACS | 1,187.28 | | | 4680 | 170 | 1,187.28 | Inv.21-23/24-NHP Support |
| 26/06/2023 | Roy Dobson | V3361-BACS | 41.25 | | | 4820 | 142 | 41.25 | Reimburse for petrol mower |
| | | | | | | 347 | 0 | -41.25 | Reimburse for petrol mower |
| | | | | | | 6000 | 142 | 41.25 | Reimburse for petrol mower |
| 26/06/2023 | Id Verde | V3362-BACS | 1,846.80 | | 307.80 | 4410 | 142 | 1,539.00 | Inv.834- Play Area Quarterly in |
| 26/06/2023 | Id Verde | V3363-BACS | 2,459.30 | | 409.88 | 4540 | 142 | 2,049.42 | Inv.835- SID Deployment |
| 26/06/2023 | CPRE | V3364-BACS | 36.00 | | | 4650 | 170 | 36.00 | Annual subscription |
| 26/06/2023 | Office Right Business Solution | V3365-BACS | 107.94 | | 17.99 | 4150 | 120 | 89.95 | Inv.022-A4 Copier paper |
| 26/06/2023 | Community Heartbeat Trust | V3366-BACS | 3,222.00 | | 537.00 | 4049 | 142 | 2,685.00 | Inv.17127-Pathfinder Way defib |
| 26/06/2023 | YourWebSolution | V3367-BACS | 25.73 | | 4.29 | 4685 | 170 | 21.44 | Inv.5698-MCS Phone |
| 26/06/2023 | YourWebSolutions | V3368-BACS | 9.58 | | 1.60 | 4685 | 170 | 7.98 | Inv.5724-MCS SMS Messages |
| 26/06/2023 | Wiltshire Council | V3369-BACS | 2,755.18 | | | 4270 | 140 | 859.68 | 977-Office rent-1.7.23-31.7.23 |
| | | | | | | 4270 | 140 | 1,895.50 | 977-Office rent-1.8.23-30.9.23 |
| 26/06/2023 | Wiltshire Pension Fund | V3370-BACS | 1,926.31 | | | 4045 | 130 | 1,469.97 | Period 3- June 2023 |
| | | | | | | 4000 | 130 | 218.75 | Period 3- June 2023 |
| | | | | | | 4020 | 130 | 120.93 | Period 3- June 2023 |
| | | | | | | 4010 | 130 | 116.66 | Period 3- June 2023 |
| 26/06/2023 | HM Revenue & Customs | V3371-BACS | 2,225.16 | | | 4041 | 130 | 725.03 | Period 3- June 2023 |
| | | | | | | 4000 | 130 | 419.60 | Period 3- June 2023-T |
| | | | | | | 4000 | 130 | 278.09 | Period 3- June 2023-NI |
| | | | | | | 4020 | 130 | 183.20 | Period 3- June 2023-T |
| | | | | | | 4020 | 130 | 124.44 | Period 3- June 2023-NI |
| | | | | | | 4010 | 130 | 169.20 | Period 3- June 2023-T |
| | | | | | | 4010 | 130 | 115.60 | Period 3- June 2023-NI |
| | | | | | | 4460 | 142 | 164.80 | Period 3- June 2023-T |
| | | | | | | 4800 | 320 | 10.40 | Period 3- June 2023-T |
| | | | | | | 4070 | 120 | 34.80 | Period 3- June 2023-T |
| 26/06/2023 | John Glover | V3377-BACS | 52.20 | | | 4070 | 120 | 52.20 | June 2023 Chairs Allowance |

Continued on Page 181

| Payments for Month 3 | | | | Nominal Ledger Analysis | | | | | |
|---------------------------------|----------------------------|------------|--------------|-------------------------|----------|------|--------|-----------|--------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 26/06/2023 | Aquasafe Environmental Ltd | V3378-BACS | 402.00 | | 67.00 | 4212 | 220 | 335.00 | Inv.230606-June PPM & TMV Serv |
| 26/06/2023 | Wiltshire Citizens Advice | V3385-BACS | 500.00 | | | 4610 | 170 | 500.00 | Grant Award 23/24 |
| 28/06/2023 | Teresa Strange | V3372-BACS | ████████ | | 0.73 | 4000 | 130 | ████████ | June 2023 Salary |
| | | | | | | 4120 | 120 | 6.85 | Postage for Whitworth legal ag |
| | | | | | | 4490 | 142 | 3.66 | Cable ties |
| 28/06/2023 | Lorraine McRandle | V3373-BACS | ████████ | £6,368.04 | | 4020 | 130 | ████████ | June 2023 Salary |
| | | | | | | 4155 | 120 | 9.75 | Refreshments for meetings |
| | | | | | | 4155 | 120 | 8.50 | Refreshments for meetings |
| | | | | | | 4155 | 120 | 1.55 | Milk |
| | | | | | | 4120 | 120 | 6.60 | Postage for Full Council agend |
| 28/06/2023 | Marianne Rossi | V3374-BACS | ████████ | | 7.17 | 4010 | 130 | ████████ | June 2023 Salary |
| | | | | | | 4490 | 142 | 35.82 | Lock for BYF P/A Gate |
| 28/06/2023 | Terry Cole | V3375-BACS | ████████ | | | 4050 | 142 | 47.50 | Travel Allowance |
| | | | | | | 4460 | 142 | ████████ | June 2023 Salary |
| | | | | | | 4051 | 142 | 41.85 | Mileage x93 miles |
| 28/06/2023 | David Cole | V3376-BACS | ████████ | | 7.37 | 4800 | 320 | ████████ | June 2023 Salary |
| | | | | | | 4722 | 320 | 36.83 | Hedge trimmer for allotments |
| 30/06/2023 | Teresa Strange | V3381-S/O | 5.30 | | 0.88 | 4190 | 120 | 4.42 | Out of hours mobile |
| 30/06/2023 | Unity Trust Bank | V3387 | 29.70 | | | 4140 | 120 | 29.70 | Service charge |
| Total Payments for Month | | | 41,097.31 | 0.00 | 4,179.33 | | | 36,917.98 | |
| Balance Carried Fwd | | | 13,553.60 | | | | | | |
| Cashbook Totals | | | 54,650.91 | 0.00 | 4,179.33 | | | 50,471.58 | |

Date: 06/07/2023

Melksham without Parish Council Current Year

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Time: 16:33

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 3

Receipts for Month 3

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 : 496,000.00 496,000.00

Banked: 20/06/2023 202,000.00

| | | | | | | | | |
|----------|-------------------------------|------------|--|--|-----|--|------------|--------------------------|
| 20539107 | Current Account & Instant Acc | 202,000.00 | | | 200 | | 202,000.00 | V3348-Fixed term deposit |
|----------|-------------------------------|------------|--|--|-----|--|------------|--------------------------|

Total Receipts for Month 202,000.00 0.00 0.00 202,000.00

Cashbook Totals 698,000.00 0.00 0.00 698,000.00

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Date: 06/07/2023

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 3

Payments for Month 3

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> |
|---------------------------------|-------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-------------------|----------------------------|
| 19/06/2023 | Current Account & Instant Acc | 19247420 | 196,000.00 | | | 200 | | 196,000.00 | V3346-Fixed deposit return |
| Total Payments for Month | | | 196,000.00 | 0.00 | 0.00 | | | 196,000.00 | |
| Balance Carried Fwd | | | 502,000.00 | | | | | | |
| Cashbook Totals | | | <u>698,000.00</u> | <u>0.00</u> | <u>0.00</u> | | | <u>698,000.00</u> | |

Date: 06/07/2023

Melksham without Parish Council Current Year

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Time: 16:33

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 3

Receipts for Month 3

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 : | | 286,000.00 | | | | | 286,000.00 | |
| V3390-INTE | Banked: 30/06/2023 | 1,751.08 | | | | | | |
| V3390-INTE | Unity Trust Bank | 1,751.08 | | | 1080 | 110 | 1,751.08 | Interest |
| Total Receipts for Month | | 1,751.08 | 0.00 | 0.00 | | | 1,751.08 | |
| Cashbook Totals | | 287,751.08 | 0.00 | 0.00 | | | 287,751.08 | |

Continued on Page 6

Date: 06/07/2023

Melksham without Parish Council Current Year

Page: 6

Time: 16:33

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 3

Payments for Month 3

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 | | 287,751.08 | | | | | | |
| | Cashbook Totals | | <u>287,751.08</u> | 0.00 | 0.00 | | | <u>287,751.08</u> | |