

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 27 March 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, Rob Hoyle; Stefano Patacchiola, Robert Shea-Simonds, Andy Russell, Richard Wood and Peter Richardson

In attendance: Wiltshire Councillor Nick Holder (Bowerhill), 2 Representatives of Friends of Shurnhold and 2 members of public

In attendance via Zoom: 3 Members of Public

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

463/22 Welcome, Announcements & Housekeeping

Councillor Glover as Chairman welcomed everyone to the meeting and made the following announcements:

- The Annual Parish meeting is due to take place on 3 April at Berryfield Village Hall, starting at 7.00pm for networking and refreshments with a 7.30pm start.
- Bowerhill Residents Association Group (BRAG) to hold a meeting the following day via Zoom; all welcome, the zoom link can be forwarded to anyone who wishes to attend.
- A planning application for 650 dwellings at land at Blackmore Farm (east of Melksham) had been submitted to Wiltshire Council and was due to be considered at the Planning Committee meeting on Monday, 17 April.
- Former Councillor Greg Coombes had unfortunately been unwell and in hospital but was now home recuperating. A card was available if anyone wished to sign.
- Congratulations to AFC Melksham (Bowerhill Sports Field home team) who, over the weekend, had won their match 19-0 and had several big matches coming up in April.

464/22 To receive apologies and consider approval of reasons given.

Noting Councillor Patacchiola was running slightly late, all other Members of the Council were present.

465/22 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Standing Orders were suspended.

Councillor Holder informed the meeting that following the outline planning application for 650 dwellings (PL/2023/01949) on land at Blackmore Farm being submitted to Wiltshire Council, he had written to the Planning Officer with objections, indicating if the application were to be approved that the application be 'called into committee' for consideration.

Councillor Patacchiola arrived at 7.02pm.

With regards to proposals for 210 dwellings and a 70-bed care home on land South of Western Way (PL/2022/08504), Councillor Holder explained he understood a decision was due to be issued shortly and had informed the Planning Officer if the application were to be approved that the application be 'called into' committee for consideration. Several residents of Maitland Place in particular, had raised objections to the planning application, having moved in after the previous planning application had been submitted and subsequently refused by Wiltshire Council. The Spatial Planning Officer had also provided a response highlighting the made Joint Melksham Neighbourhood Plan and the need to protect the green buffer between Melksham and Bowerhill.

Councillor Holder explained at a recent Planning Committee he had highlighted the proposed footpath from the rear of Tedder Gardens to Birch Grove at Pathfinder Place was still to be completed. However, work was now progressing, and a bollard would be installed to deter people from parking on the entrance to the footpath.

Councillor Holder explained the former Christie Miller site would be used as a temporary site for Milestone who had been awarded the Highway contract by Wiltshire Council, taking over from Ringway. It was understood 120 people would be employed altogether. Works were currently taking place with enquiries being made as to whether a planning application was required.

Councillor Holder informed the meeting of a new initiative being implemented at recycling centres, whereby people can now drop off unused paint, which others can then use, which could be of interest to community groups who may only need a little paint for a particular project and therefore save on costs.

Councillor Shea-Simonds enquired how long Milestone were due to be housed at the former Christie Miller site.

Councillor Holder explained Milestone would only be located at the

former Christie Miller site short term and understood Ringway's current premises at Bowerhill were now up for rent.

Councillor Glover enquired if TUPE would apply for current employees of Ringway.

Councillor Holder explained he understood it would be up to everyone currently employed by Ringway to exercise their right to apply for a similar position within Milestone.

Councillor Glover asked if a bollard was due to be installed in Birch Grove similar to the one being installed in Tedder Gardens, with Councillor Holder agreeing to investigate this.

Standing Orders were reinstated.

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

Councillor Alford had tendered his apologies.

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

Councillor Seed had tendered his apologies, providing a report which had been circulated within the agenda pack.

Councillor Glover asked if Members were happy to move public participation further up the agenda, given several people were in attendance to discuss progress on the Shurnhold Fields project.

466/22 Public Participation

A resident and a former member of the Friends of Shurnhold Fields Committee was in attendance, along with two existing members to voice their concerns that no progress was being made to erect 3 information boards, which had been approved in 2020, and despite repeated requests to both the Town and Parish Council, as joint owners of Shurnhold Fields, for these to be installed.

Answers were also requested to the following:

1. Why has it taken 20 months for the boards to be delivered?
2. Has the WWI information board been returned, if so, where is it now?
It was understood it had to be returned as it was incorrect.
3. Can the 'Orchard' information board be erected now?
4. Is this evidence of best practice?

Standing Orders were reinstated.

Councillor Glover asked if Members approved agenda item 11(d) being

moved further up the agenda for discussion, which was agreed

Please see Min 473(d)/22 below regarding Shurnhold Fields.

467/22 a) To receive Declarations of Interests

The following declarations of interests were made regarding grant applications contained within the Finance Committee minutes of 13 March 2023 for approval:

- Councillor Shea-Simonds: Meadowbrook (Wiltshire) CIC), as he used to work with the applicant.
- Councillor Wood: Berryfield Village Hall and Berryfield & Semington Road Action Group (BASRAG) as Chair of Berryfield & Semington Road Action Group (BASRAG) and a member of Berryfield Village Hall Trust respectively.
- Councillor Holt: Berryfield Village Hall and Berryfield & Semington Road Action Group (BASRAG), as Chair of the Berryfield Village Hall Trust and a member of Berryfield & Semington Road Action Group (BASRAG).
- The Clerk, although not a voting member declared an interest in the grant for Melksham Gardeners' Society as she was a cheque signatory for the group and although no longer a trustee of 4youth, for transparency highlighted her name was included in the accounts as a Director (resigned), which accompanied the grant application. Her daughter was also a peer leader for this organisation.

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

No dispensation requests were received for consideration.

468/22 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,11a)ii), 15a) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised the following items should be held in closed session:

- 7(b) To Approve the Confidential Notes to accompany the Full Council meeting minutes of 20 February 2023 due to contractual/legal proceedings
- 11(a)(ii) To Note Feedback from Meeting with Hirer of Sports Pitches at the Pavilion and to Consider Next Steps due to contractual/legal proceedings
- 15(a) To note the Parish Officer has passed the Certification in Local Council Administration (CILCA) and to consider incremental pay award as a Staffing matter.

Resolved: Items 7(b), 11(a)(ii) and 15(a) be held in closed session for the reasons given by the Clerk.

469/22 a) To approve the Minutes of the Full Council Meeting held on 20 February 2023.

Regarding Min: 418/22, the advice of the contractor was to plant the Jubilee trees in November rather than now.

Resolved: To approve and for the Chair to sign the Full Council minutes of 20 February 2023.

b) To approve the Confidential Notes to accompany the Full Council meeting minutes

Resolved: To approve and for the Chair to sign the Confidential Notes to accompany the Full Council meeting minutes of 20 February 2023.

470/22 Planning

a) To approve the Minutes of the Planning Committee meeting held on 27 February & 20 March.

The meeting thanked the Clerk for collating the comprehensive response to the National Planning Policy Framework (NPPF) consultation on behalf of both the parish council, the town council and the Neighbourhood Plan Steering Group.

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 27 February and 20 March and to formally note the response to the National Planning Policy Framework consultation as discussed at the 27 February 2023 Planning Committee meeting.

b) To formally approve Planning Committee recommendations of 27 February & 20 March

Regarding Min: 450(iii)/22 within the 20 March Planning Committee minutes regarding 1 Eden Grove, Whitley, it was noted the recommendation to ask Planning Enforcement to investigate fell, as notification had been received earlier that day that planning permission for 1 dwelling to be erected on adjacent land had been granted.

The Clerk reminded the meeting a response from Wiltshire Council's Highways Team had been included in the pack, which provided answers to the various queries raised on signage and road markings on the entrances

to Maitland Place and Newall Road on Pathfinder Way and thanked Councillor Harris for providing photos of the various signage.

Regarding Min: 452(c)(ii)/22: Councillor Glover proposed the list of requests for developers at pre app stage be included as part of the Design Code for the Neighbourhood Plan.

Resolved: To recommend the Neighbourhood Plan Steering Group consider the list of requests made by the parish council at pre app meetings as part of the Design Code for the Neighbourhood Plan and to send the list to the Town Council for their information.

c) To consider submitting comments on the Wiltshire School Places Strategy 2023-2027 (Briefing Note No 23-06)

The Clerk provided a suggested draft response to the consultation for Members to consider.

Members queried the figures quoted regarding the number of primary and secondary school places required, given the number of houses currently proposed and those proposed as part of the Local Plan up to 2038 and whether these would be adequate to meet future demand.

Concern was raised there did not seem to be forward planning regarding future secondary school place provision and the possible requirement for an additional secondary school in the future, with the lack of a longer term strategic view linked to new housing growth.

Several inconsistencies were noted within the report regarding parental choice for primary school provision with the reality that places are not necessarily close to new development, meaning parents having to pass their local school to access another which had spaces available.

Regarding post 16 education it was suggested a solution could be to build a sixth form centre elsewhere, which could be a satellite to Melksham Oak, therefore freeing up space at the school to receive additional pupils Years 7-11. However, concern was expressed that even with this solution there would still be no choice for parents, as there would still only be one

secondary school for Melksham and therefore the need for forward planning.

Resolved: To approve the response to the Wiltshire School Places Strategy 2023-2027 consultation drafted by the Clerk for submission to Wiltshire Council.

d) To receive update from the Clerk following meetings with the Football Foundation & the Wiltshire Council Play & Leisure Strategy Officer re the provision of a 3G pitch in Melksham.

Councillor Glover explained the Football Foundation were looking for support towards funding for a 3G pitch in Melksham, to complement their funding, and confirmed Wiltshire Council and the Football Foundation were only interested in supporting such provision for the community and grass roots football and not a big club's first team.

The Clerk confirmed it was understood a 3G pitch would cost in the region of c£800,000 and the Football Foundation were looking for a 30-40% contribution towards these costs and had asked if any Section 106 or CIL funding was available.

The Clerk explained she had met with the Wiltshire Council Play & Leisure Strategy Officer, along with the Clerk to the Town Council, to discuss potential 3G pitch provision and it had been confirmed there was evidence of need for a 3G pitch in the Melksham Community area, including the villages, and it was confirmed that a pitch did not necessarily have to be located at Oakfield Stadium.

Catesby Estates had already met with the parish council for a pre application meeting to discuss proposals for c300 homes on land at Snarlton Farm, a site adjacent to Oakfield Stadium, and at the meeting they had confirmed they had already had discussions with Melksham Town Football Club and Future of Football regarding the provision of a 3G pitch at Oakfields.

The Clerk clarified if the parish council wished to request the provision of a 3G pitch as community benefit as part of the Catesby's application, funding for this would not come out of any Section 106 funding for the NHS or school places, but could come out of any funding for a community facility/benefit the Council may wish to see provided as part of the planning application.

The Clerk clarified whilst the Planning Committee had discussed possible community benefit associated with the Catesby site, it was for the Full Council to make a proposal, bearing in mind funding would unlikely be available for both a 3G pitch and community centre.

The Clerk explained since the agenda had been published, a planning application had been submitted for 650 dwellings to the North of the

Catesby site (Land at Blackmore Farm PL/2023/01949) and was due be considered at the Planning Committee meeting on 17 April. Community benefit for this site/application would also need to be considered, bearing in mind the two sites were adjacent to one another, with both sites together forming two thirds of a larger strategic site put forward in the Local Plan Review.

e) To consider what community benefit to request following a pre application meeting regarding a site to the East of Melksham.

At the pre app meeting with Catesby Estates for land at Snarlton Farm it was felt any suggestions regarding community benefit needed to be discussed by both the parish and town council, bearing in mind the site was wholly in Melksham Without parish.

Clarification was sought on the proposals for a community centre East of Melksham which was to be located to the rear of Spa Medical Centre, requested as part of the Section 106 Agreement for the 450 houses currently being built East of Melksham.

Concern was expressed that a planning application for up to 11 dwellings had recently been submitted for a site adjacent to the proposed community centre to the rear of Spa Medical Centre and the impact this could have on any proposals for the facility, as it would be hemmed in slightly by these dwellings. It was unclear whether a planning application for the community centre had been submitted by the Town Council.

Councillor Pafford felt if a community centre was not viable adjacent to Spa Medical Centre, this needed to be borne in mind as part of community benefit proposals for the c650 and c300 dwellings proposed East of Melksham, which would also have a knock-on effect to any other community gains that could be requested. It was noted these additional homes would have a huge impact on the area, therefore careful consideration needed to be given to what community benefit would best serve the community. Concerns were expressed about the viability of a hall at its proposed location to the rear of Spa Medical Centre and whether this was the best location to serve the whole of the East of Melksham community.

It was noted the Catesby site (c300 dwellings) was more centrally located to the whole of the East of Melksham development and therefore would provide a better site for a community centre facility. It was much closer to the first phase of the East of Melksham development (800 houses), where the community centre had originally been planned for.

Councillor Glover suggested discussions with the Town Council needed to take place, as they would be in receipt of Section 106 funding for the currently planned community centre East of Melksham. The Town Council now had the Community Infrastructure Levy (CIL) reserve from the parish council to be used to top up the Section 106 funds, which could also be

linked with any Section 106 funding coming from the new proposed sites to the East of Melksham to make a bigger, better facility and could also provide space for health facilities for both GP clinics, as well as complimentary services, such as physio, chiroprapist, osteopath etc., as well as the 3G pitch and associated changing facilities.

Discussion ensued on potential community benefits, bearing in mind these sites represented piecemeal development, as opposed to a larger strategic site, which could bring with it a coordinated plan for community facilities. Frustration was expressed at the lack of a coherent strategy from Wiltshire Council on the future growth of Melksham. Due to the current piecemeal approach, a request would need to be made for duplicate facilities for each proposal, in case one was approved and not the other, at the planning application stage. Members emphasised that this in no way altered their approach to the planning applications in terms of supporting or objecting to them, but that it was imperative to ask at these early stages for a range of community benefits, to ensure that some/all of them had a chance at being included in the final Section 106 legal agreements.

Resolved: To request the following community benefits for the two current proposed developments East of Melksham:

- Pre application for land at Snarlton Farm, by Catesby Estates (c300 dwellings)
- Planning application for land at Blackmore Farm PL/2023/01949 (c650 dwellings)

A community centre large enough to include additional health facilities (with room for GP clinics as well as complimentary services like physio, chiroprapist, osteopath etc) as well as associated facilities to service and provide a 3G pitch.

471/22 Highways

a) To approve the Highways & Streetscene Committee minutes of 20 March 2023

Resolved: To approve and for the Chair to sign the Highways & Streetscene minutes of 20 March 2023.

b) To formally approve the Highway & Streetscene Committee recommendations of 20 March 2023

Regarding Min: 459(c)/22: Westlands Lane, Beanacre and concerns of speeding in the lane. The request for additional signage warning

pedestrians may be in the road now fell, as following investigations, signage was already in place on both sides of Westlands Lane bridge.

Regarding Min: 459(d)/22: Burnt Cottages, Beanacre and to consider a request for 'No HGV parking' on the layby outside Burnt Cottages, it was noted no dropped kerbs may be present outside these properties, meaning residents had no right of access across the footpath onto the public layby.

Therefore, it was agreed to ask Highways if dropped kerbs were present. If this were confirmed to submit a request to the Local Highway & Footway Improvement Group for white line access protection markings to be installed.

Members noted if it was confirmed dropped kerbs were not present outside Burnt Cottages then the request for white line protection markings would fall as such markings can only be used for recognised accesses.

Regarding Min: 459(h)/22: To consider requests from Community Action Whitley & Shaw, Councillor Patacchiola stated he had been approached by several residents regarding the speed of traffic along the A365 from George Ward Gardens to Shaw Hill traffic lights. He had witnessed several near misses and collisions and whilst not being an expert witness had noted speed was a factor in these incidences, with people pulling out onto a much faster road.

Councillor Patacchiola suggested if the parish council were not supporting a request for a reduction in the speed limit on this section of road because it was the belief of the parish council it would not be approved, as it did not meet the criteria, this needed to be made clearer to residents in order for them to understand the reasoning behind the parish council refusing the request.

Councillor Baines clarified the parish council had previously asked for a reduction in the speed limit earlier in the year. Noting, in a response to a report in the Melksham News, that the Portfolio Holder for Transport at Wiltshire Council had stated it would not meet the criteria. The council may need to accept that changing the limit would not make a difference to speed. There had been a review of all 'A' class roads not that long ago, and a recent Traffic Survey undertaken with speeds recorded not exceptional for a 30mph speed limit.

Councillor Baines highlighted concern that long sections of 30mph speed limits tended to reduce compliance to those limits at their outer ends, as drivers often get fed up with going slow. Therefore, adherence to the speed limit travelling North bound could be reduced by having a very

long 30 mph speed limit, suggesting a way forward to be an informal discussion with the Highway Engineer to gain his thoughts on the issue.

Councillor Patacchiola felt road use had changed from a few years ago ie being more residential with new commercial businesses opened along this section of the road, resulting in various vehicles turning into these and was surprised this was not considered a material change, but accepted a wider review of speed limits had been undertaken recently.

Following discussion, it was agreed to not approve Recommendation 1 of Min: 459(h)/22, with the alternative resolution as follows:

Resolved: To support the request for a change in the 40mph speed limit along the A365 from George Ward Gardens to Shaw Hill traffic lights to 30mph. However, given the previous responses from Wiltshire Council if they were minded to reject this request to ask that they provide the relevant criteria which allows a change in a speed limit, given the changes in the amount of traffic and uses in the entrances along this stretch of road and increase in traffic due to the introduction of the Clean Air Zone in Bath.

Regarding Recommendation 2 to request repainting of the 30mph roundel on Corsham Road, Whitley, this had already been submitted to Wiltshire Council, however upon investigation Highways had reported the markings were still clearly visible.

461(a)/22 To note Temporary Traffic Regulations Order (TTRO) for Footpath MELW85 (part) commencing on 24 April to enable rail crossing upgrade to allow for safer use.

It was noted the request for signage warning of potential pedestrians in the road fell, as signage was already in place either side of the bridge.

Resolved: To formally approve the Recommendations contained within the Highway & Streetscene Committee minutes of 20 March 2023 with the exception of Min: 459(h)/22 Recommendation 1.

472/22 Finance:

a) To approve the Finance Committee Minutes of 13 March 2023

Councillor Richardson, as Chair of Community Action Whitley & Shaw (CAWS), declared an interest in Min 436(d)/22 regarding their grant application for £1,120.

Resolved: To approve and for the Chair to sign the Finance Committee minutes of 13 March 2023 and the Confidential Notes to accompany the minutes.

b) To note update on the Melksham Community Hub (Rail Station) and to consider grant application recommendation and possible next steps to assist current users

The Clerk explained that after considering the grants on 13 March 2023, the parish council had been notified that the Melksham Community Hub would be closing their cafe in May. Officers had subsequently queried with them the validity of their grant application and they had responded to say that their site tenancy with Wiltshire Council expired in December. They were hopeful to keep the Glee Club going until that time, and if it continues to be a success they would like to extend it to 2024. They are closing the cafe on 31st May but wish to renovate the kitchen so that they can extend the seating capacity for more Glee Club members. They asked if the parish council were still happy to award funds but to help with the café renovations work and site development to make it more accessible for members.

Resolved: To approve a grant of £1,000 for Melksham Community Hub (Rail Station) and to accept the change in use for the grant funding.

c) To formally approve the Finance Committee recommendations of 13 March 2023

Resolved: To formally approve the Finance Committee recommendations of 13 March 2023.

Those who declared an interest in specific grants did not vote on this item.

d) To consider any grant awards pending awaiting further information

Further information had not yet been received.

e) To note Receipts & Payments reports for February

Resolved: To note the Receipts & Payments reports for February.

f) To seek cheque signatories/online authority for March payments

The Clerk thanked Councillor Shea-Simonds for approving the pay run and online authority for staff to be paid on 28 March and sought a second volunteer from the Finance Committee

The Clerk also sought two cheque signatories for the grant cheques following approval of the grants.

Resolved: Councillor Baines to approve the pay run and online pay run and for Councillors Pafford and Glover to be cheque signatories.

g) To approve Fixed Term Deposit for March and note update on new Unity Bank Instant Access account

Resolved: To approve moving £64,000 from the Lloyds account to the Fixed Term Deposit account for the month and for Councillors Pafford and Glover to sign the new Unity Bank Instant Access account mandate.

h) To consider anything arising from the Internal Audit visit Friday 24 March

Councillor Glover informed the meeting the Internal Audit visit on 24 March had gone well. It was noted during the visit the Chair's allowance had not been considered in the current financial year.

The Clerk explained whilst the money was in the budget for the Chair's allowance and approved as part of budget setting, the actual payment had not been approved as a separate item.

The Clerk explained the Auditor had highlighted that the Council did not have an Internal Control policy and had agreed to send an example policy.

The Clerk informed the meeting that the Auditor, whilst he could not advise the council on investments, had mentioned that CCLA (Churches, Charities and Local Authorities) Investment were offering a 4% interest bond. The parish council had previously not considered this type of investment as not covered by the FCSC, but as the council's current turnover means that they are not currently eligible for compensation, it was worth investigating along with other options such as the government's National Savings account which had full protection.

i) To consider the changes to the HMRC VAT rating for local authority playing fields and the impact on Bowerhill Sports Field

Members noted the new information received from the Parkinson Partnership via WALC (Wiltshire Association of Local Councils) regarding the HMRC VAT rating for local authority playing fields with a query on the previous advice that the non-business treatment applies to hire by private businesses hiring the sports field facilities. The advice from the Internal Auditor was that although there had been a change due to recent judgements in legal cases, the HMRC had been silent on them, and so it was still not reliably firm enough to use as factual evidence.

Resolved: To note the information received and defer further action until clarification on this matter has been received from the Inland Revenue.

473/22 Asset Management:

a) Bowerhill Sports Fields & Pavilion

i) To note responses from Fields in Trust to queries raised

Resolved: To note the responses from Fields in Trust to various queries raised.

ii)C To note feedback from meeting with hirer of sports pitches at the Pavilion and to consider next steps

This item was held in closed session.

Councillor Glover declared an interest in this item as his grandson worked for a hirer of the sports field.

Resolved: Pitch Hirer 1 to pay for all bookings 7 days in advance, otherwise bookings to be cancelled. Pitch Hirer 2 to continue with standard booking and payment terms.

b) Shaw Village Hall – to note new lease negotiations and how best to proceed

The Clerk sought a steer from the Members on how best to proceed with the new lease negotiations for Shaw Village Hall.

Resolved: For the Clerk, Councillor Glover and Councillor Patacchiola as the parish council's Shaw Village Hall rep (if available, or substitute) to meet with representatives of Shaw Village Hall Committee to discuss new lease arrangements and bring back to Full Council for approval.

c) Whitworth Play Area at Bowood View, Berryfield – to approve the revised land transfer document for adoption

The Clerk confirmed the Practical Completion Certificate from Wiltshire Council had not been received.

Clarification was sought from Councillor Baines whether the clause/addition regarding the tarmac path was included in the documentation received. The Clerk clarified the solicitor would hand write this into the legal documentation.

Resolved: If the Practical Completion Certificate is received from Wiltshire Council, under delegated powers the Clerk seek two

Councillors to sign the Land Transfer document for adoption in the presence of the Clerk.

d) Shurnhold Fields – to consider latest update and approve way forward for installation of interpretation boards and charges for amenities work by Melksham Town Council

Councillor Glover commented that he did not necessarily agree with some aspects of what was raised during the Public Participation section and suggested that some points needed to be dealt with outside the meeting with himself, the Vice Chair and the Clerk and sought a copy of the points raised which was duly handed over.

Councillor Baines clarified that discussions were ongoing between Wiltshire Council and the Environment Agency which had subsequently caused a delay in progressing some of the proposed works to Shurnhold Fields.

In addition, the interpretation boards had not been installed as some were in the vicinity of the planned works.

There had also been a delay in getting consent from Highways regarding the junction onto Dunch Lane from Shurnhold Fields.

Councillor Glover suggested where interpretation boards were not affected by proposed works, they could be passed over to Friends of Shurnhold Fields to install, however, due to the size of the boards, they would require a trailer to transport, a risk assessment would be required, as well as Friends of Shurnhold Fields having public liability insurance in place. Another suggestion could be to ask the Melksham Town Council caretaking team to install them or ask the parish council contractors to undertake the work.

During discussion it was reiterated that it was a joint project with the Town Council and they needed to be onboard with a proposed way forward.

Councillor Patacchiola stated having an information noticeboard at the entrance to Shurnhold Fields would be quite useful and as it was unclear how much longer the dispute between Wiltshire Council and the Environment Agency would last, and sought an understanding of costs involved in erecting the noticeboard with a possibility of maybe having to take it out again at a later day to enable the proposed works to take place.

The Clerk clarified it had been agreed the entrance noticeboard would be installed on the side of a new shed, which could not be erected until the issue had resolved and the Environment Agency approved.

The Clerk clarified the WWI interpretation board required more artwork than the others and whilst this had now been completed it had been not ordered as she wished to install all the notice/interpretation boards at the same time, to save on installation costs. It had also been understood works were due to start on site imminently at the time, however time had moved on.

The Clerk explained the Town Council had increased their maintenance charges some time ago, which had not been discussed or agreed to by the joint Shurnhold Fields Working Group. Therefore, no invoices had been issued recently, with the Town Council maintenance team visiting Shurnhold Fields 3 times a week and drawing down on the maintenance contribution funding.

Resolved 1: To arrange for those information boards not be affected by the proposed works (ie Orchard & WWI) to be installed as soon as possible and to inform the Town Council of this decision and to ask either the Town Council staff or the parish council's contractor to undertake this work, with the involvement of the Friends of Shurnhold Fields.

Resolved 2: To arrange an urgent Shurnhold Fields Working Group Meeting.

f) Market Place Toilets. To consider any requests from joint meeting with Melksham Town Council (possible meeting w/c 20 March)

The Clerk explained that currently there was a dispute regarding recent charges which needed to be resolved and therefore a meeting was due to be held to discuss a way forward, but as yet no date had been arranged.

Resolved: To arrange a Market Place Toilet working group meeting after the Shurnhold Fields meeting with the Town Council, to consider a way forward.

g) Berryfield Village Hall. To note update further to handover to Trust since last meeting

As Chair of the Berryfield Village Hall Committee, Councillor Holt informed the meeting all was going well with the hall accommodating several bookings.

474/22 Policies/Procedures

a) To approve revised meeting dates for 2023/24

The Clerk explained that now the Local Highway & Footpaths Improvement Group (LHFIG) dates had been received this required some of the Highway & Streetscene meeting dates to be rescheduled.

Resolved: To approve the list of dates as circulated prior to the meeting.

b) To note additional meeting scheduled for 2023/24 (Asset Management 17 April)

The Clerk explained the meeting schedule had been re-arranged to accommodate an additional public holiday in May for the King's Coronation, which had had a knock-on effect to the meeting schedule. It was also hoped to hold an Asset Management Committee meeting shortly, therefore, the Highways Committee meeting scheduled for 17 April had been moved forward to 20 March, to enable an Asset Management meeting to take place after the Planning meeting already scheduled for 17 April.

The Clerk explained that since issuing the revised meeting schedule for approval that evening, a planning application for 650 houses had just been submitted and would therefore have to be discussed at the Planning Committee meeting on 17 April and would reduce the time available for an Asset Management Committee meeting to take place afterwards, suggesting it be held on 12 June instead. With regard to a proposed IT Working Party meeting, it was suggested this could take place during the day.

The Clerk sought a steer from Members if they wished the Planning meeting on 17 April to be moved to a location East of Melksham due to the planning application for a large development.

Following discussion, it was agreed to hold the meeting at the council's offices/meeting space at the Melksham Community Campus.

c) To consider further thoughts on a Parish Award for residents/organisations

The Clerk explained that residents of the parish had been nominated for Melksham Town Council Civic Awards presented at the Mayor's Reception, council had previously agreed to consider holding their own Civic Awards, however, a way forward on this proposal was yet to be agreed.

Resolved: To defer this item to enable Members to submit suggestions to the Clerk on how to administer a Parish Award scheme for consideration at a future meeting.

475/22 Community Resilience:

a) To note Community Hub idea proposed by the Wiltshire & Swindon Local Resilience Forum

Members noted the information contained within the documentation provided by the Wiltshire & Swindon Local Resilience Forum regarding a proposed Emergency Community Hub scheme for use in communities.

b) To note Community Resilience exercise planned for 28/29 March and parish council and local group participation

The Clerk explained that the Emergency Community Hub idea for events such as for a prolonged power outage, was being tested over the next two days. One of the venues for the Wiltshire test was in Whitley, with CAWS CEG (Community Action: Whitley & Shaw Community Emergency Group) volunteers taking part. They had been specifically chosen as it was felt that their feedback would be very useful as an example of good practice as flood wardens.

c) To approve the actions to be taken for the Emergency Plan aspects of Melksham Community Support, utilizing the SSEN Community Resilience Funding (parish council to hold the accounts for the 'phone line, email, website, database etc on behalf of the joint partnership with the town council) and issue of promotional materials as part of the original grant application.

The Clerk informed the meeting that Age Friendly UK were ceasing to exist from 31st March 2023; and therefore there was a requirement for a new organisation to host the Melksham Community Support accounts for the telephone number (01225 809265), the Lamplight database licence, the website and to host the email accounts. This was a joint project with the Town Council, but as the SSEN Community Resilience Fund grant funding was in the parish council's bank account, it made sense that the accounts be transferred to the parish council and therefore was seeking approval for these transfers. The funding was in place for 3 years and would cover these costs.

Resolved: To approve that the accounts for the Melksham Community Support telephone number, website, email hosting and Lamplight database be transferred from Age Friendly Melksham to Melksham Without Parish Council for the next 3 years, commencing 1st April 2023, as part of the joint emergency plan response of the parish and town council.

- d) To note request from CAWS CEG to make a case for a parcel of land in Whitley to be graded as Flood Zone 3 and consider supporting their request**

Resolved: To support the request of Community Action: Whitley & Shaw (CAWS CEG) to have the piece of land between Corsham Road and First Lane, Whitley graded as Flood Zone 3.

476/22 Community projects/partnership organisations:

- a) To consider update on partnership project with Age UK & Melksham Town Council**

The Clerk explained the Service Level Agreement had now been agreed and signed, with the post of Melksham Community Support Senior Project Worker currently being advertised. The CEO of Age UK Wiltshire was due to attend the Annual Parish meeting on 3 April to provide an update on the service.

The Clerk informed the meeting a £5,000 grant had been awarded by Melksham Area Board as seed funding for the project, therefore the contribution of both the parish and town Council of £11,500 each for the post of Melksham Community Support Senior Project Worker would now be £9,000 each.

- b) To note draft minutes from latest Melksham Health & Wellbeing meeting**

Members noted the draft minutes of the Melksham Area Board's Health & Wellbeing meeting held on 24 February 2023.

- c) Bee Route proposal from Wilts & Berks Canal**

- i) To consider queries raised by Wiltshire Council regarding request to switch off street lighting along Semington Road at night.**

Members noted the response from the Exterior Lighting Consultant, Atkins, to the parish council's request for the lighting along Semington Road to be switched off between the Police Station and Semington bridge to protect wildlife following a request from the Wilts & Berks Canal Trust.

The Lighting Consultant had responded to explain that whilst they were not adverse to switching out the lighting on a part night basis they sought more information and highlighted bat activity might be affected if the lighting was switched off, as some species used lighting as foraging opportunities to prey on insects. It was also stated the lighting could be dimmed.

Concern was raised that the residents of Semington had not been consulted on this proposal, noting the Somerset Arms pub had now closed, since the council had discussed this issue therefore, more pedestrians from Semington may be walking this route at night to access the New Inn.

The Clerk highlighted a previous decision had been made on 20 February to request the lights be switched off and therefore this was not within the 6 month rule to reverse the decision made on 20 February.

Members felt that given the new information regarding the closure of the Somerset Arms and the potential for more pedestrians to be walking along this route at night; and given the information received from the Lighting Consultant that the lights could be dimmed, the previous resolution could be changed.

Resolved: In light of new information received, to request the lights along Semington Road from Melksham Police Station and Semington bridge be dimmed.

The last remaining member of public left the meeting at this point (9.41pm).

ii) To approve Section 96 licence for Semington Road if Wilts & Berks Canal Trust confirm that appropriate personnel will obtain a Street Works Licence, and noting response on the longevity of the project vs 10-year legal licence

Correspondence had been received from the Wildlife Officer, Wilts & Berks Canal Trust confirming the Wilts & Berks Canal Trust had £5m public liability insurance in place. Regarding the 10-year commitment associated with the parish council taking out a Section 96 licence on the Wilts & Berks Canal Trusts behalf, it was confirmed the Trust were happy to undertake the necessary work for this period to produce a flower rich environment.

It has also been confirmed by Wiltshire Council if the Section 96 Licence were to be surrendered they would normally ask that the verge is reinstated to its original condition, however, there maybe some negotiation with the area engineer at that point especially with established trees.

The Clerk explained the Wilts & Berks Canal Trust did not have the necessary street work licence requested by Wiltshire Council and had felt the costs associated with obtaining a licence were prohibitive, therefore, enquiries were being made of the Council's grass cutting contractors as they had undertake a one day streetworks licence course which would have cost less than the

costs associated with a 5 day streetworks licence course for highway contractors which the canal volunteer had advised. The grass cutting contractor was also being asked if they would be willing to supervise the work of the Wilts & Berks Canal Trust, as an alternative option if the Trust felt the costs associated with a street works licence were still cost prohibitive and Wiltshire Council were happy.

The Clerk sought delegated powers to submit the Section 96 Licence to Wiltshire Council, once confirmation had been sought on the street works licence.

Resolved: To approve the council taking on a Section 96 licence and to give delegated powers to the Clerk to submit the application to Wiltshire Council, once confirmation had been received from the Wilts & Berks Canal Trust on an appropriate street works licence in place.

d) To consider submitting the Whitley Community Hub planning application on their behalf

Correspondence had been received from the Whitley Community Hub stating they proposed to seek pre-application planning advice regarding their proposal for a temporary portacabin for a shop in the car park of The Pear Tree, Top Lane, Whitley and had been advised if the parish council submitted the application on their behalf, they would be exempt from the usual pre-application charges.

The Clerk explained she also understood there was a 50% discount if the parish council submitted a planning application on the group's behalf.

Resolved: To inform the Whitley Hub that once the Planning Committee had had sight of the plans and were happy with the proposal, and provided there were no legal implications for the parish council, that they would be prepared to submit the pre-application on behalf of the group.

477/22 Staffing Matters

a) To note the Parish Officer has passed the CiLCA (Certificate in Local Council Administration) and to consider incremental pay award

HELD IN CLOSED SESSION

Members noted the Parish Officer had passed the Certificate in Local Council Administration (CiLCA) qualification and that this triggered a review in scale point as per appointment letter. Members discussed the parish council's policy to award scale point increases based on

increases in responsibility.

Resolved: The Clerk to agree with the Parish Officer some measurable objectives for increase in responsibility to demonstrate the CiLCA qualification recently awarded had a direct benefit to the parish council. To be reviewed by the council again in October, at appraisal time.

b) To note the Finance & Amenities Officer has commenced the FiLCA (Financial Introduction to Local Council Administration) qualification

Members noted the Finance & Amenities Officer had commenced her FiLCA (Financial Introduction to Local Council Administration).

Meeting closed at 10.10pm

Signed
Chair, Full Council, 24 April 2023

Date: 01/03/2023

Melksham without Parish Council Current Year

Page: 173

Time: 10:07

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		8,784.65					8,784.65	
V3146-BACS	Banked: 06/02/2023	60.00						
V3146-BACS	FC Box	60.00			1210	210	60.00	Inv.317-Pitch hire 5th Feb 23
V3147-BACS	Banked: 13/02/2023	30.00						
V3147-BACS	Allotment Holder	30.00			1310	310	30.00	Plot 15B Berryfield rent
V3148-BACS	Banked: 14/02/2023	492.64						
V3148-BACS	HM Revenue & Customs	492.64			105		492.64	VAT Refund- January 2023
V3149-BACS	Banked: 14/02/2023	300.00						
V3149-BACS	Future of Football	300.00			1210	210	100.00	Inv.320- 14th Feb Camp
					1210	210	100.00	Inv.320- 15th Feb Camp
					1210	210	100.00	Inv.320- 16th Feb Camp
V3150-BACS	Banked: 14/02/2023	75.00						
V3150-BACS	Redfish Events	75.00			1260	210	75.00	Inv.321- Bowerhill Bomber race
V3151-BACS	Banked: 20/02/2023	120.00						
V3151-BACS	Staverton Rangers	120.00			1210	210	60.00	Inv.319- February 11th Pitch h
					1210	210	60.00	Inv.319- February 18th Pitch
V3153-BACS	Banked: 21/02/2023	830.00						
V3153-BACS	Future of Football	830.00			1210	210	830.00	Part of Inv.297 Aug 22
V3176-BACS	Banked: 22/02/2023	30.00						
	BSF 17A Allotment Holder	30.00			1320	310	30.00	Briansfield 17a Allotment rent
	Banked: 24/02/2023	89,000.00						
M204854020	Fixed Term Deposit	89,000.00			210		89,000.00	V3123- Fixed Term return
V3177-Inte	Banked: 24/02/2023	36.58						
V3177-Inte	Lloyds Bank	36.58			1080	110	36.58	Interest from- Fixed deposit
V3178-BACS	Banked: 24/02/2023	2,233.00						
V3178-BACS	Berryfield Village Hall	2,233.00			1470	142	2,233.00	I.322- Reimburse-Tables/Chairs
V3179-BACS	Banked: 24/02/2023	10.00						
V3179-BACS	Berryfield Village Hall	10.00			1120	110	10.00	Inv.327- Annual rent
Total Receipts for Month		93,217.22	0.00	0.00			93,217.22	
Cashbook Totals		<u>102,001.87</u>	<u>0.00</u>	<u>0.00</u>			<u>102,001.87</u>	

Continued on Page 174

Date: 01/03/2023

Melksham without Parish Council Current Year

Page: 174

Time: 10:07

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 11

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2023	Grist Environmental	V3143-DD	123.05		20.52	4770	220	102.53	Inv.367- B'hill Waste away
01/02/2023	Water 2 Business	V3144-DD	151.27			4323	320	151.27	Inv.810-Berryfield Allot Water
01/02/2023	Water 2 Business	V3145-DD	158.78			4322	220	158.78	Inv.208-Pavilion water charges
20/02/2023	Plusnet	V3152-DD	36.60		6.10	4190	120	30.50	Inv.008-Office WiFi & Line
23/02/2023	SSE	V3156-6106	316.54		15.07	4582	142	301.47	BYF V Hall elect-5 Sept-8 Nov
23/02/2023	SSE	V3157-6107	1,682.56		80.12	4582	142	1,602.44	BYF V Hall elect-9 Nov-8 Feb
28/02/2023	Suez	V3172-DD	54.98		9.16	4770	220	45.82	Inv.371- Jan B'hill Waste away
Total Payments for Month			2,523.78	0.00	130.97			2,392.81	
Balance Carried Fwd			99,478.09						
Cashbook Totals			102,001.87	0.00	130.97			101,870.90	

Receipts for Month 11

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 :		499,141.47					499,141.47	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>499,141.47</u>	<u>0.00</u>	<u>0.00</u>			<u>499,141.47</u>	

Continued on Page 167

Date: 01/03/2023

Melksham without Parish Council Current Year

Page: 167

Time: 10:07

Cashbook 2

User: MR

Unity Bank

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/02/2023	Berryfield Village Hall	V3174-BACS	4,500.00			4582	142	4,500.00	Start up fund for Trust
09/02/2023	EDF Energy	V3175-DD	294.00		14.00	4302	220	280.00	Pavilion Electricity- Feb 23
13/02/2023	Plusnet	V3154-DD	26.40		4.40	4384	220	22.00	Inv.003-Pavilion WiFi
15/02/2023	Teresa Strange	V3142-BACS	1,970.68		261.22	4680	170	55.00	NHP-Town Centre plan printing
						4680	170	1,654.46	NHP Consultation event printin
16/02/2023	Unity Trust Bank	V3155-DD	306.68		41.43	4120	120	6.20	Postage- Notices & Posters
						4680	170	3.00	NHP Land search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	6.00	NHP Land Search
						4680	170	3.00	NHP Land Search
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4120	120	3.30	Full Council agenda pack x1
						4175	120	1.00	Website hosting
						4150	120	7.99	Red Pens
						4150	120	10.82	Wall clock for meeting room
						4150	120	15.00	A3 Paper
						4500	142	32.91	Weedkiller
						4150	120	12.49	Laminating pouches
						4200	120	11.99	Online meeting subscription
						4120	120	3.50	Postage- Notices & Posters
						4120	120	6.15	Postage- Flood letters
						4140	120	3.00	Monthly Fee
27/02/2023	Arien Signs and Graphics	V3158-BACS	66.60		11.10	4490	142	55.50	Inv.8165- Replacement perspex
27/02/2023	Agilico	V3159-BACS	91.80		15.30	4130	120	76.50	Inv.116- Office photocopying
27/02/2023	Aquasafe Environmental Ltd	V3160-BACS	138.00		23.00	4212	220	115.00	Inv.101- Jan 23 PPM Visit
27/02/2023	JH Jones & Sons	V3161-BACS	270.00		45.00	4721	220	225.00	Inv.3248- Unblock drain/ Culve
27/02/2023	JH Jones & Sons	V3162-BACS	1,604.65		267.44	4402	320	60.15	Inv.3267-Allotment grass cutti
						4400	142	221.90	Inv.3267- Play Area Grass cutt
						4780	142	52.50	Inv.3267- Play Area bin emptyi
						4781	220	79.58	Inv.3267- JSF Bin emptying
						4401	220	692.17	Inv.3267- JSF Grass cutting
						4400	142	34.66	Inv.3267- Kestrel Shrub
						4409	142	163.33	Inv.3267- Hornchurch Grass cut
						4820	142	32.92	Inv.3267- January 23 Parish Ma
						347	0	-32.92	Inv.3267- January 23 Parish Ma

Continued on Page 168

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	142	32.92	Inv.3267- January 23 Parish Ma
27/02/2023	Jens Cleaning	V3163-BACS	225.00			4381	220	225.00	Inv.1071- Pavilion Cleaning
27/02/2023	HM Revenue & Customs	V3164-BACS	2,460.02			4041	130	801.98	Period 11- February 2023
						4000	130	494.20	Period 11- February 2023-T
						4000	130	325.85	Period 11- February 2023-NI
						4020	130	188.80	Period 11- February 2023-T
						4020	130	128.12	Period 11- February 2023-NI
						4010	130	193.60	Period 11- February 2023-T
						4010	130	131.07	Period 11- February 2023-NI
						4460	142	164.80	Period 11- February 2023-T
						4800	320	9.20	Period 11- February 2023-T
						4070	120	22.40	Period 11- February 2023-T
27/02/2023	Wiltshire Pension Fund	V3165-BACS	1,991.09			4045	130	1,499.63	Period 11- February 2023
						4000	130	244.62	Period 11- February 2023
						4020	130	122.71	Period 11- February 2023
						4010	130	124.13	Period 11- February 2023
27/02/2023	John Glover	V3171-BACS	33.64			4070	120	33.64	February 2023 Chairs allowance
28/02/2023	Teresa Strange	V3166-BACS	██████████			4000	130	██████████	February 2023 Salary
						4680	170	13.90	Refreshments for NHP event
						4582	142	40.00	Keys for BYF V Hall X 10
28/02/2023	Lorraine McRandle	V3167-BACS	██████████			4020	130	██████████	February 2023 Salary
						4120	120	4.35	Postage for Notices & Posters
						4680	170	2.50	Refreshments for NHP event
									£6,714.54
28/02/2023	Marianne Rossi	V3168-BACS	██████████			4010	130	██████████	February 2023 Salary
28/02/2023	Terry Cole	V3169-BACS	██████████			4460	142	██████████	February 2023 Salary
						4050	142	47.50	Travel Allowance- Feb 23
						4051	142	46.80	Mileage x104 miles
28/02/2023	David Cole	V3170-BACS	██████████			4800	320	██████████	February 2023 Salary
28/02/2023	Teresa Strange	V3173-DD	5.30		0.88	4190	120	4.42	730- Reimburse out of hour mob
Total Payments for Month			20,853.45	0.00	683.77			20,169.68	
Balance Carried Fwd			478,288.02						
Cashbook Totals			499,141.47	0.00	683.77			498,457.70	

Receipts for Month 11

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 :	389,000.00					389,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	

Continued on Page 94

Date: 01/03/2023

Melksham without Parish Council Current Year

Page: 94

Time: 10:07

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/02/2023	Current Account & Instant Acc	M204854020	89,000.00			200		89,000.00	V3123- Fixed Term return
Total Payments for Month			89,000.00	0.00	0.00			89,000.00	
Balance Carried Fwd			300,000.00						
Cashbook Totals			<u>389,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>389,000.00</u>	