

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday, 22 January 2024 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, John Doel, Martin Franks (following co-option), Mark Harris, Nathan Keates, Peter Richardson, Robert Shea-Simonds and Richard Wood

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

In attendance: Two members of public

379/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting having provided those members of public present with the fire evacuation procedures for the building. He also made them aware the meeting was being recorded to aid the production of the minutes and would be uploaded to YouTube and deleted in due course once the minutes had been approved.

a) To welcome Councillor Nathan Keates, following an uncontested election to fill casual vacancy in the Bowerhill Ward.

Members welcomed Councillor Nathan Keates to his first council meeting having recently been elected.

b) To note following the resignation of Councillor Stefano Patacchiola, as 10 electors did not come forward requesting an election by 2 January, the Parish Council to co-opt to fill a casual vacancy in the Beanacre, Shaw, Whitley & Blackmore Ward.

To note there was an item to co-opt a new Member to the council later in the meeting.

c) Grant applications to the Parish Council now open for 2024/25; deadline 31 January.

Noted.

d) To approve a leave of absence for Councillor Andy Russell for 3 months, with immediate effect.

Due to health and personal reasons, Councillor Russell had asked for a leave of absence from the parish council with immediate effect.

Resolved: To approve a leave of absence for Councillor Russell for a period of 3 months, to be reviewed at the Full Council meeting on 22 April 2024 and to pass on the council's best wishes.

380/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Holt who had taken ill earlier in the day and Councillor Chivers who was back in hospital.

The meeting was informed Wiltshire Councillor Nick Holder had tendered his apologies, as he was attending a funeral elsewhere in the Country.

Wiltshire Councillors Phil Alford and Jonathon Seed had also tendered their apologies, as they were attending meetings elsewhere.

Resolved: To accept and approve the reasons for absence of Councillors Terry Chivers and Shona Holt.

381/23 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 item of business, **item 9**, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Resolved: To hold agenda item 9 in closed session as it related to staffing matters.

382/23 Declarations of Interest:

a) To receive declarations of interest.

Councillor Harris informed the meeting Dale Harger who was standing for co-option was known to him.

The Clerk advised there were some recommendations included within the Staffing minutes of 18 December 2023 and therefore both herself and the Parish Officer would leave the meeting during discussions of those items.

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

To note any Councillor living in the parish has a dispensation in order to set the precept.

383/23 Public Participation & Invited Guests

Standing Orders were suspended to allow those who had stood for co-option to speak to the Council, who were taken in alphabetical order of surname:

Martin Franks

Martin Franks explained he had lived in Berryfield for 8 years and had attended council meetings for the last year, in order to get an understanding of the parish council following comments made by local residents. Whilst he had originally not intended to join the council, he had changed his mind on hearing about the great work being undertaken by the council.

His main interests were green spaces, the environment and planning, he also welcomed the neighbourhood plan going forward which encouraged plan led development.

Councillor Glover invited Members to ask questions:

Q: What from the discussions with local residents prompted you to want to join the parish council?

A: During discussions with local residents, they had suggested I would be an ideal candidate as a local councillor, being very much a people person, very approachable and pragmatic.

Q: Having attended meetings, is there anything you have seen which has put you off becoming a councillor?

A: There has been nothing I have seen which would put me off but have witnessed the frustration in having to chase to get things done, particularly Wiltshire Council and also the restrictions there are.

Q: There are vacancies on several committees, if elected which ones would you be interested in serving on?

A: Happy to serve on any committee but have a particular interest in planning.

Q: The role of a councillor is to represent the parish as a whole, not just the ward they serve. Therefore, how would you propose to keep in touch with those in the ward?

A: I am happy to knock on doors and speak to people and introduce myself, as well as canvas and ask questions.

Dale Harger

Dale Harger explained having moved to Britain in 1997 he was naturalised as a British citizen in February 2022 and as part of that process, had been encouraged to undertake service in British life and had therefore volunteered to be the treasurer at St Barnabas Church, Beanacre and also undertook regular litter picks in Beanacre.

As there had been no Beanacre representation on the parish council he had put himself forward for co-option.

His interest on the parish council would be more focused on finance, CCTV, demographics, crime and how things worked within the council.

Councillor Glover invited questions from Members.

Q: What do you know about the parish as a whole? If co-opted you would have to represent the parish as a whole and until recently, Beanacre has had 4 Councillors elected in this particular ward.

A: I am aware of parts of the parish to the north and west but not familiar with parts of the parish to the east.

Q: will you represent the whole parish?

A: Yes, I would.

Q: You mention in your application for co-option about a potential work contract.

A: This would have been a two-week contract, which would have meant travelling overseas today and therefore, not being available to attend this meeting. Whilst mostly retired, can sometimes be employed for a short period for a particular project/job.

The meeting went back into closed session.

- a) Wiltshire Councillor Nick Holder (Bowerhill)**
- b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**
- c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural).**

Earlier in the meeting Members noted Wiltshire Councillors Nick Holder, Phil Alford and Jonathon Seed had tendered their apologies with Wiltshire Councillor Seed providing a report which had been circulated to Members in their agenda pack.

384/23 Co-option of new Member - Beanacre, Shaw, Whitley & Blackmore Ward Casual Vacancy

a) To note procedure for co-option.

Councillor Glover reminded Members of the procedures with regard to co-option, as per Standing Order 27.

b) To consider applications for co-option of new councillor and appoint.

Following both candidates providing a summary of why they wished to be co-opted, Members were asked to vote by a show of hands, with the votes as follows:

Martin Franks	8 vote
Dale Harger	1 vote

Resolved: To duly appoint Martin Franks as Councillor for the Beanacre, Shaw, Whitley & Blackmore Ward.

Members thanked Dale Harger for putting himself forward for co-option, noting local elections were due to take place in 2025 and to bear this in mind.

Dale Harger left the meeting at this point.

c) The newly appointed councillor to sign declaration of office and join the meeting.

Resolved: Councillor Martin Franks signed his declaration of office form, which was countersigned by the Clerk.

d) To appoint councillors to vacancies on committees, working parties and representatives to outside organisations.

Following the resignation of former Councillor Stefano Patacchiola and former Councillor Rob Hoyle being disqualified, there were several vacancies on various committees/working groups, as well as for representatives on outside bodies.

Councillor Glover noted whilst there were a few vacancies, these did not have to be filled as the committees were quorate.

Following approval of Councillor Russell's leave of absence, Councillor Glover suggested, with the agreement of Members to leave him on his committees, as this did not make them inquorate.

Resolved: Not to replace Councillor Russell on committees, working groups he sits on and as the council representative on

various organisations during his period of leave of absence.

To appoint Councillors Keates to the Community Resilience Working Party and Councillor Franks to the Highways & Streetscene Committee and Shurnhold Fields Joint Working Group.

To appoint the following council representatives:

Councillor Keates: Bowerhill Residents Action Group (BRAG)
Councillor Harris: CCTV Working Group (Town Council)
Councillor Franks: CPRE (Wiltshire Branch)
Councillor Franks: Shaw Village Hall Committee

Councillor Doel agreed to be the footpath representative for the Beanacre, Shaw & Whitley areas, to assist Councillor Chivers.

e) To consider purchasing a new laptop for the newly appointed co-opted Member (or re-use other)

The Clerk explained former Councillor Patacchiola used his own laptop and therefore, there were 3 options for the newly co-opted Member:

- Purchase a new one at approximately £400 excluding VAT.
- Ask Councillor Chivers to return his, as he did not use it.
- To use the meeting room laptop which had previously been used for remote meetings.

Resolved: For Councillor Franks to be given the meeting laptop for the interim period and to ask Councillor Chivers to return his council laptop for Councillor Franks.

385/23 a) To approve the Minutes of the Full Council Meeting held on 4 December 2023

Councillor Glover informed the meeting the Biodiversity Policy adopted at the Full Council meeting on 4 December 2023 needed to be reviewed and sought Councillors to assist the Clerk, with Councillor Keates offering to assist.

Councillor Richardson informed the meeting he had tendered his apologies for the meeting, however, was listed as present, there was also a minor typing error.

Resolved: To approve with amendments and for the Chair to sign the Full Council minutes of 4 December 2023.

b) To give consideration to awarding a Parish Award at the Annual Parish Meeting on 15 April.

Having previously considered a parish award, it had been agreed to review again at this meeting.

Following discussion, it was felt there was already the Civic Awards presented by the Town Council and Person of the Year Award by Melksham News which covered both people in the town and the parish and therefore, it was:

Resolved: Not to have a parish award and to continue to support Melksham News with their Person of the Year award.

c) To approve dates of meetings for 2024/25.

The Clerk reminded Members as local elections were due to take place in May 2025 the date of the Annual Council meeting may have to change, as this had to take place within 14 days of an election, however, no date for the local elections had been set as yet.

Resolved: To approve the list of dates for 2024/25 as presented.

386/23 Planning

a) To approve the Minutes of the Planning Committee meeting held on 15 January.

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 15 January 2024.

b) To formally approve Planning Committee recommendations of 15 January.

Councillor Glover informed the meeting there were no recommendations for approval.

387/23 Highways

a) To approve the Minutes of the Highway & Streetscene Committee meeting held on 15 January 2024.

Regarding Min 376/23 and the proposed A350 Bypass and M4 to Dorset Coast Strategy Study, correspondence had been received from National Highways, stating the findings and recommendations of the study had been sent to the Department for Transport (DfT), who had confirmed the study brochure and documents had gone up to Ministers for their review and until there was agreement and/or approval from Ministers, the results of the study would not be published.

Resolved: To approve and for the Chair to sign the Highway & Streetscene Committee minutes of 15 January 2024.

b) To formally approve Highway & Streetscene Committee recommendations of 15 January 2024.

With regard to Min 374(e)/23 and a request for bollards on the pavement opposite Tesco Express, Blenheim Park, Bowerhill, Wiltshire Councillor Nick Holder had forwarded photos he had received from a local resident as requested.

On reviewing the photos, Members noted vehicles were parking either side of Blenheim Park and therefore supported the concerns raised by the Highway Technician at the meeting that drivers would be tempted to park elsewhere in the vicinity, if bollards were installed. Therefore, the recommendation not to submit a request to the Local Highway & Improvement Group (LHFIG) for consideration still stood.

With regard to Min 374(b) and consideration of a request for one-way traffic on New Road, Councillor Baines explained he had contacted the Highway Technician who had raised the issue, suggesting possible signage, in place of making it one way.

Resolved: To formally approve the Highway & Streetscene Committee minutes of 15 January 2024.

388/23 Finance

a) To approve the Minutes of the Finance Committee Meeting held on 8 January 2024.

Councillor Glover reminded members that due to changes made to the budget working spreadsheets during the meeting, officers needed to double check the figures and spreadsheet formula calculations to ensure that totals were correct. Therefore, any figures that were changed as a result of this were highlighted in green in the minutes and the correct figures captured, so that they correlating with the budget working papers and precept calculations for the Full Council to approve.

A few minor typing errors had been noted in the minutes and these had been changed in the version for signing.

Councillor Glover summarised the changes in the calculations, as shown highlighted in green in the Finance minutes of 8 January 2024.

The meeting was informed Beanacre solar farm had now confirmed their timelines, with works unlikely to start until November. However, they may be able to bring forward this project, to make use

of better weather, and would provide an update in April/May.

Councillor Richardson queried the maintenance costs of 'Carson Tyres' roundabout of £1,089, as he understood the responsibility for the roundabout had now been transferred to Melksham Town Council.

The Clerk explained the figure was the costs incurred during this financial year (2023/24), prior to the roundabout sponsorship being transferred to the Town Council.

Councillor Richardson also queried the £5,200 speed indicator device (SID) payment figure and whether this included match funding for a new SID, which Community Action Whitley & Shaw (CAWS) were hoping to purchase.

Councillor Baines clarified the £5,200 was the anticipated costs if the Council had to find a new contractor to install the council's two devices as required, given the current contractor had not installed the devices for several months.

Councillor Glover sought clarification if CAWS were still wishing to purchase a SID device. Councillor Richardson confirmed CAWS had tried to apply for grant funding, in order to purchase a SID, however, this had been unsuccessful, but would be making enquiries with the Area Board on grant match funding.

The Clerk clarified there were Community Infrastructure Levy (CIL) funds and a match funding reserve, for the parish council to draw down from if they wanted to support CAWS, if they were successful in receiving funding from the Local Highway Footpath Improvement Group (LHFIG) or the Area Board.

It was noted the costs of a new SID, which had the capabilities to download data would be approximately £2,200. However, the lampposts at Shaw Hill were not suitable for this type of device, therefore a suitable pole and sockets at £800 for each location would have to be purchased, making an estimated total of £3,000 for a new SID.

Resolved: To approve and for the Chair to sign the Finance Committee minutes of 8 January 2024 and to thank officers for producing such comprehensive minutes.

b) To formally approve the recommendations contained within the Minutes of 8 January 2024 (except for the Budget, Precept & Public Works Loan items).

Regarding the recommendation to meet with the Town Council to discuss Community Infrastructure Levy (CIL) sharing (Min 342(b)/23), Councillor Glover expressed frustration in trying to have discussions with the Town Council on what the CIL sharing money could be spent on, with only Real Time Information (RTI) in bus shelters being agreed so far.

He queried if this arrangement needed to be changed, suggesting each Council receive 50% each of the 10% received in extra CIL funding from developments within the Neighbourhood Plan area, with each Council deciding which projects to spend the extra 50% each on.

Members agreed to this principle to be raised at the CIL Working Group if appropriate.

Members were reminded that any recommendations/agreements from the joint CIL working party would have to go back to both councils for approval.

It was suggested if there were joint projects which arose in the future, this did not preclude both councils pooling together their respective 50% CIL share.

Resolved: To formally approve the recommendations contained within the Finance Committee minutes of 8 January 2024.

The vote on the Risk Register (Min 347/23 recommendation) was taken separately as an item so all members were clear on what they were voting on as this is something that only a Full Council can make a decision on. It was noted that the Risk Register had been reviewed by the Finance Committee and that there were no changes to any of the risk levels, just updated text to reflect working practice. Members had been provided with a copy.

c) To approve repaying all outstanding Public Works Loan in January 2024.

The Clerk explained that this was a Finance Committee recommendation (Min 341/23) and an item that had to be approved by the Full Council. The amount of discount to be received if paying off the loan early was calculated by the Public Works Loan board twice a day. The Finance Committee had made their recommendation on a saving of c£11,500. The Clerk confirmed if the council wished to pay off the loan in the following couple of days,

there would be a discount of £11,611.82. This was to pay off the loan 3 years early (original term of 5 years).

The Clerk confirmed it had always been the council's intention to pay off the loan with the Community Infrastructure Levy (CIL) and s106 funding from Bowood View as well as topping up with CIL from the Buckley Gardens development on Semington Road (PL/2022/02749) that had started on site. The first instalment of the CIL from Buckley Gardens had now been paid; this was all held in the Berryfield Village Hall reserve, at the time of taking out the loan the council had no visibility of when this development would start on site and the CIL be payable.

Resolved: To approve repaying the whole outstanding Public Works Loan of £286,642.68 within the next couple of days using the funds in the Berryfield Village Hall reserve.

d) To formally approve the Budget for 2024/25 and the year ending position for 2023/24.

Resolved: To approve the Budget for 2024/25 and the year ending position for 2023/2024, as set out in the annotated Finance Committee minutes of 8 January 2024 and spreadsheets circulated with the agenda.

e) To formally approve the Precept for 2024/25.

Resolved: The Parish Council set the precept for 2024/25 at £261,592.00 against a tax base of 2,908.62. An increase of £16,320.97 (6.65%) on last year's precept. An average Band D household therefore contributing £89.94 for the year, an additional £5.23 on last year, which was a rise of 6.17% for a Band D property.

The Clerk and Chair signed the precept request form for submission to Wiltshire Council the following day.

f) To consider Press Release on Precept and Budget Proposals.

Resolved: To issue a press release highlighting that the parish council have strived to keep the cost low for residents, and within the level of inflation, whilst maintaining services and investing in assets and to leave the final wording to the Clerk with approval of the Chair or Vice Chair in the Chair's absence.

g) To note information to be provided for the Council Tax leaflet.

Members noted the information to be provided in the Council Tax leaflet included with Council Tax bills and detailed on Wiltshire Council's website.

Expenditure	2024/25	2023/24
Administration	£170,543	£142,618
Parish Amenities	£236,811	£301,586
Community Support	£85,696	£67,635
Less		
Income	£215,512	£150,218
Use of Reserves	£15,946	£116,351
Budget Requirement (Precept)	£261,592	£245,271

h) To consider the Internal Auditor report following visit on Wednesday 20 December as reviewed by the Finance Committee on 8 January.

Resolved: Members noted the Internal Auditor report of 30 December 2023 with the Finance Committee having reviewed its content and actions required.

i) To note Receipts & Payments reports for December.

Councillor Glover explained the reports showed the monthly fixed term deposit of £652,000 coming back into the Lloyds current account with £553.75 of accrued interest. At the December Full Council meeting, it was agreed to transfer £670,000 into the Unity Trust Bank current account so that it could be moved into the Unity Instant Access account prior to being moved into the CCLA account once it had been opened.

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

j) Quarterly Reports for Quarter 3 (Oct, Nov, Dec).

i) To note Budget vs Actual

Councillor Glover explained this report was effectively looked at by the Finance Committee on 8 January who had looked at the actual figures to date, to work out the anticipated year-end position.

Resolved: To note the Budget vs Actual Report.

ii) To note Bank Reconciliation

Resolved: To note the Bank Reconciliation.

iii) To note VAT reclaims submitted

Resolved: To note £10,809.62 VAT for August-December (Quarter 2) had been reclaimed and deposited in the Lloyds

current account.

k) To seek cheque signatories/online authority for January payments.

Resolved: For Councillors Glover and Wood to be bank signatories/online authority for January payments and for Councillor Shea-Simonds to approve Councillor Glover's Chair's Allowance as a second signatory with Councillor Wood.

l) To approve Bank Account and Fund Transfers.

The Clerk confirmed that there was c£26,000 currently in the Unity current account and c£727,000 in the Unity instant access account. Officers had estimated the amount that would be required for this month's payment run, direct debits, and standing orders due until the next Full Council meeting. It was estimated that £30,000 would be required for the above; however, the council had just approved at this meeting to pay back the public works loan in full. The total amount required in the Unity current account for this month's payments, including a £5k buffer, was £322,000. It was therefore agreed to transfer £322,000 from the Unity instant access account into the Unity current account. This would leave c£405,000 in the Unity instant access account.

The Clerk informed the meeting that £83,227.16 had been received in CIL funding into the Lloyds current account. She confirmed that officers had reviewed the funds currently held in the Lloyds current account earlier in the day, and there was c£100,737 in the account. Bearing in mind a £5k buffer and monthly direct debit payments due to come out of the account, she suggested that £95,000 could be transferred across to the Unity current account, which could go into the CCLA Public Sector Deposit Fund once opened. It was noted that this transfer could not be undertaken electronically and would require a cheque to be signed by two finance councillors.

The Clerk suggested that once the CCLA fund had been set up, £500,000 could be transferred into it. This was based on the £95k being transferred from the Lloyds account and £405k in the instant access account. It was noted that the Public Sector Deposit Fund only accepted funds transferred into it from a nominated account, which was the Unity current account; therefore, the £405k will need to be transferred from the Unity instant access account into the Unity current account once the fund has been opened.

Resolved: To transfer £500,000 from the Unity Instant Access Account to the Unity Current Account to transfer to CCLA and £95,000 from Lloyds current account to the Unity main current account.

- m) To approve use of Shurnhold Fields S106 maintenance fund for match funding an Area Board grant application by the 'Friends' for a new lawn mower and trailer (joint decision with Melksham Town Council)**

Resolved: To approve use of Shurnhold Fields S106 maintenance fund £4,337 for match funding an Area Board grant by 'Friends of Shurnhold Fields' Group.

389/23 Asset Management:

- a) Tree Planting. To approve quotes received for planting trees in the parish.**

The following quotes had been received for tree planting in the parish:

Quote A: £710.00 + VAT

Quote B: Free (and was a known contractor to the parish council)

Resolved: To appoint J H Jones (Option B) to undertake tree planting on behalf of CAWS (Community Action: Whitley & Shaw) for trees donated by Lowden Garden Centre.

- b) 3G provision in the Melksham area. To receive feedback on meeting held on 12 January and approve next steps.**

Councillor Glover explained the Clerk had attended the meeting on 12 January, with the Football Foundation, Wiltshire FA, Melksham Town FC, Rugby FC, as well as a representative of the wider area of rugby, Wiltshire Council, Michelle Donelan MP and Future of Football. Whilst all agreed informally the best site for 3G provision was Oakfields, this was not formally agreed.

It was highlighted the Playing Pitch Strategy that Wiltshire Council were currently consulting on was crucial, as this would provide the evidence of the level of need in Melksham, particularly as all the clubs were stating there was a requirement for 2 further pitches in Melksham.

It was also highlighted it was not just the initial capital investment but the running costs, and the sinking fund of £27k per pitch per year which needed to be borne in mind, with the costs of providing a 3G pitch being approximately £800-900k and more to be rugby compliant.

The Football Foundation required 30% funding to build a 3G pitch, and this could come from S106 funds, however, the East of Melksham planning applications were still some years off. Melksham Town FC were looking to find a funder themselves, as all clubs were stating there was a need now. However, the Football Foundation would not fund a 3G pitch if a club/s go down a different route.

The next meeting was due to take place in March.

The Clerk explained groups were desperate for more pitches, particularly as they currently cannot train during the week as pitches were not available and the 3G pitch at Melksham Oak was at the end of its life. Discussions had taken place with the White Horse Federation, as groups were having difficulties booking it.

The Clerk explained those at the meeting had felt the best place for 3G provision was at Oakfields, as it already had changing facilities etc in place. Discussions were taking place on who would run the facility, in order it was not just one group who had overall control and with the potential to dominate bookings.

The Clerk explained the difficulty was in finding the 30% funding that the community needed to find and had reminded those at the meeting, whilst Community Infrastructure Levy (CIL) funding may be available, it was for the parish council and/or the town council to decide the most appropriate use for CIL funding. Whereas any s106 funding would be related directly to a specific use.

390/23 Policies/Procedures

a) To review and approve Model Publication Scheme

Councillor Glover informed the meeting, whilst the charges within the policy had recently been reviewed, the policy itself required a few updates and therefore suggested this work be delegated to the Clerk to complete and published, as any updates would be factual.

Resolved: To delegate to the Clerk to update the Model Publication Scheme policy where necessary and publish.

391/23 Emergency Response

a) To receive update on flooding in the parish, following Storm Henk.

Members noted the update provided by the Clerk, following Storms Henk and Isha, on the activities of the flood wardens during the storms.

The Clerk informed the meeting since providing the update, she had been made aware of two properties on Corsham Road, Whitley who had experienced internal property flooding during recent storms and had forwarded this information to Wiltshire Council's Drainage Team.

Councillor Richardson sought clarification on the comment in the report 'that the big test of the First Lane, Whitley drainage scheme

had worked' particularly as there had been recent flooding in First Lane.

The Clerk explained that during recent storms whilst surface water had got close to properties in Whitley, they had not experienced internal property flooding, as was experienced in 2014, when 14 homes had been flooded and several people made temporarily homeless. Despite some heavy rain since the scheme had been installed, this was really the first time that the surface water had been so high and over a long period of time and the new scheme had really been tested.

392/23 Michelle Donelan MP. To receive feedback from the meeting held on Thursday 4 January

Following the meeting with Michelle Donelan, her assistant had provided an update, agreeing to forward the various responses once received:

- The Rt Hon Michael Gove's office had been contacted to ask about the changes to the National Planning Policy Framework (NPPF) and if they could be applied retrospectively – especially in relation to planning applications referred to at the meeting.
- M4 to Dorset Coast Strategic Study – An update was being sought from Guy Opperman MP, Parliamentary Under Secretary of State in the Department for Transport.
- With regard to diabetes medication, Michelle was checking with her department in the first instance, to see if there is any crossover.

393/23 Community projects/partnership organisations:

- a) Age UK. To note Melksham Community Support quarterly report (Q3) October-December 2023, to consider funding for the project for a further year and to consider applying for grant funding to enhance what is on offer.**

Members noted the quarterly report for Quarter 3 (October-December 2023) and the outcomes report.

It was noted the parish council had approved £11,500 funding for a Community Support Worker for one year (2023/24) with a review, with £12,000 included in the budget for 2024/25 which had been approved, with the Town Council having previously agreed 3-year funding.

However, having looked at the Town Council website it appeared they were showing zero for this project for 2024/25 in their budget, which was being approved that evening. It was understood Kate Brooks from Age UK was attending the Town Council meeting that evening, in order to make a presentation.

Councillor Glover sought a steer if the Town Council were not to proceed with continuing to fund this project, if Members were minded to continue with the project and just fund Melksham Without residents, if this were possible, and whether Members wished to apply to the Area Board's Health and Wellbeing Group for funding.

Concern was expressed if the Town Council were not to continue funding their share and the potential to lose such a worthwhile project, and if the parish council needed to give consideration to funding the project as a whole.

Resolved: To ascertain from the Town Council what funding has been included in their budget for 2024/25 for the Age UK project and for the Clerk to work with Age UK and the Town Council to try and find a way forward for the project to continue.

If the Town Council do approve their 50% share (estimated at £12,000) of the project for a further year then the Parish Council agree to work with them to commission the Age UK Melksham Community Support service for 2024/25 and then review early for 2025/26.

To explore opportunities, along with the Town Council and Age UK, in applying for an Area Board Health and Wellbeing grant to extend the project offer.

b) To note National Grid's project to upgrade overhead electricity lines from Bramley to Melksham

Members noted proposals by the National Grid to upgrade overhead electricity lines from Bramley to Melksham.

394/23 What have we done to meet the Climate Friendly agenda?

a) To note Wiltshire Pension fund's goals with regard to climate change.

Noted.

b) To consider regular postings on social media with top tips for homeowners on recycling.

It was noted Wiltshire Council already provided various top tips on recycling for homeowners, therefore, it was:

Resolved: Not to post regular top tips on recycling.

395/23 Staffing

THIS ITEM WAS HELD IN CLOSED SESSION.

The Parish Officer left the meeting at this point before the meeting going into closed session.

a) To approve the minutes of the Staffing Committee minutes of 18 December 2023.

It was noted there was one minor typing error on page 2.

Resolved: To approve with the minor amendment and for the Chair to sign the Staffing Committee minutes of 18 December 2023.

b) To approve the Confidential Notes to accompany the Staffing Committee minutes of 18 December 2023.

Whilst there were no confidential notes, the Clerk asked if Members were happy if she took some notes from the Staffing Committee meeting on 18 December 2023 and circulated to the Staffing Committee members for approval and file in the respective individual staff folders under lock and key, which Members agreed.

c) To formally approve Staffing Committee recommendations of 18 December 2023

The Clerk left the meeting, during consideration of recommendation 5 within Minute 333/23, relating to scale point reviews and rejoined the meeting once this item was approved.

Resolved: To formally approve the Staffing Committee recommendations of 18 December 2023.

d) To receive update on contract signing and agree next steps for newly agreed national model contract.

The Clerk informed the meeting all staff had signed the new contracts based on the National Association of Local Council's (NALC's) model contract. Subsequently, NALC had approved a new model contract, however had suggested this was for new staff.

Resolved: Not to issue new contracts to staff based on the recent model contract issued by NALC but to consider for new staff in the future.

Meeting closed at 9.15pm

Signed:.....
Chair, Full Council, 19 February 2024

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		23,727.70					23,727.70	
V3698-BACS	Banked: 01/12/2023	132.00						
V3698-BACS	FC Devizes United	132.00			1210	210	66.00	Inv.376- 7th October match
					1210	210	66.00	Inv.376- 14th October match
Banked: 04/12/2023		652,000.00						
S19877806	Fixed Term Deposit	652,000.00			210		652,000.00	V3650-Fixed Term Deposit retur
V3690-INTE	Banked: 04/12/2023	553.75						
V3690-INTE	Lloyds Bank	553.75			1080	110	553.75	Interest on fixed deposit
V3697-BACS	Banked: 05/12/2023	1.22						
V3697-BACS	John Glover	1.22			1130	110	1.22	Inv.390-Girguiding photocopyi
Total Receipts for Month		652,686.97	0.00	0.00			652,686.97	
Cashbook Totals		676,414.67	0.00	0.00			676,414.67	

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Payments for Month 9				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/12/2023	Unity Bank	V3668-6150	670,000.00				220	670,000.00	Transfer from Lloyds to Unity
15/12/2023	Daisy	V3694-DD	45.53		7.59	4384	220	37.94	Inv.742-Pavilion WIFI & Line
15/12/2023	Daisy	V3695-DD	33.54		5.59	4190	120	27.95	Inv.739- Campus line & WIFI
29/12/2023	Suez	V3696-DD	68.78		11.46	4770	220	57.32	Inv.176-B'hill waste away
Total Payments for Month			670,147.85	0.00	24.64			670,123.21	
Balance Carried Fwd			6,266.82						
Cashbook Totals			<u>676,414.67</u>	<u>0.00</u>	<u>24.64</u>			<u>676,390.03</u>	

Receipts for Month 9

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 :		57,098.22					57,098.22	
Banked: 08/12/2023		670,000.00						
V3668-6150	Current Account & Instant Acc	670,000.00			200		670,000.00	Transfer from Lloyds to Unity
Total Receipts for Month		670,000.00	0.00	0.00			670,000.00	
Cashbook Totals		<u>727,098.22</u>	<u>0.00</u>	<u>0.00</u>			<u>727,098.22</u>	

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Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/12/2023	Instant Access Unity 20476339	V3669	670,000.00				230	670,000.00	Transfer from Unity to Instant
11/12/2023	EDF Energy	V3699-DD	216.53		10.31	4302	220	206.22	Inv.005-Pavilion electricity
18/12/2023	Lloyds Bank PLC	V3693-DD	254.27		37.69	4150	120	14.84	Cllr Pafford ID Badge
						4055	130	30.00	Staff Training Managing A
						4120	120	3.20	Postage for Cllr agenda pack
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4070	120	21.95	Council xmas cards
						4175	120	5.50	Website domain
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly fee
20/12/2023	Agilico	V3670-BACS	2,504.40		417.40	4130	120	2,087.00	Inv.767-Office photocopier
20/12/2023	JH Jones & Sons	V3671-BACS	1,765.12		294.19	4402	320	66.16	Inv.3876- Allotment grass cut
						4400	142	244.09	Inv.3876- Play Area grass cut
						4780	142	57.75	Inv.3876- Play Area bin emptyi
						4781	220	87.54	Inv.3876- JSF bin emptying
						4401	220	761.38	Inv.3876-JSF Grass cutting
						4400	142	38.13	Inv.3876-Kestrel Shrub
						4409	142	179.67	Inv.3876- Hornchurch grass cut
						4820	142	36.21	Inv.3876- SHF Annual Cut
						347	0	-36.21	Inv.3876- SHF Annual Cut
						6000	142	36.21	Inv.3876- SHF Annual Cut
20/12/2023	JH Jones & Sons	V3672-BACS	192.00		32.00	4820	142	160.00	Inv.3892-SHF Pathway cutting
						347	0	-160.00	Inv.3892-SHF Pathway cutting
						6000	142	160.00	Inv.3892-SHF Pathway cutting
20/12/2023	Agilico	V3673-BACS	87.00		14.50	4130	120	72.50	Inv.877-Office photocopying
20/12/2023	JH Jones & Sons	V3674-BACS	42.00		7.00	4721	220	35.00	Inv.3907-Pitch inspection 8 De
20/12/2023	Office Right Business Solution	V3675-BACS	125.92		20.99	4150	120	104.93	Inv.979-A4 Copier paper& A3 Pa
20/12/2023	Radcliffe Fire Protection Ltd	V3676-BACS	137.16		22.86	4212	220	114.30	10953-Fire alarm service & PAT
20/12/2023	Radcliffe Fire Protection Ltd	V3677-BACS	100.44		16.74	4210	120	83.70	Inv.952-PAT testing- Office
20/12/2023	Shaw & Whitley Community Hub	V3678-BACS	3,700.00			4610	170	3,700.00	Funding towards community shop
20/12/2023	Aquasafe Environmental Ltd	V3679-BACS	840.00		140.00	4212	220	125.00	Inv.204-Water PPM Visit Nov 23
						4212	220	125.00	Inv.204-Water PPM Visit Dec 23
						4212	220	450.00	Inv.204-Clean & Chlorination

Continued on Page 201

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/12/2023	Aquasafe Environmental Ltd	V3680-BACS	4,350.00		725.00	4721	220	2,750.00	Inv.205-Replacement tank base
						4576	142	875.00	Inv.205-Drinking water fountal
20/12/2023	HM Revenue & Customs	V3681-BACS	2,384.07			4041	130	777.27	Period 9- December 2023
						4000	130	417.00	Period 9- December 2023-T
						4000	130	276.45	Period 9- December 2023-NI
						4020	130	206.40	Period 9- December 2023-T
						4020	130	139.25	Period 9- December 2023-NI
						4010	130	207.20	Period 9- December 2023-T
						4010	130	139.70	Period 9- December 2023-NI
						4460	142	178.40	Period 9- December 2023-T
						4800	320	10.00	Period 9- December 2023-T
						4070	120	32.40	Period 9- December 2023-T
20/12/2023	Wiltshire Pension Fund	V3682-BACS	2,005.41			4045	130	1,531.15	Period 9- December 2023
						4000	130	217.86	Period 9- December 2023
						4020	130	128.09	Period 9- December 2023
						4010	130	128.31	Period 9- December 2023
20/12/2023	St Barnabas Church	V3683-BACS	10.00			4420	142	10.00	082-Beanacre Play Area rent
20/12/2023	John Glover	V3689-BACS	48.60			4070	120	48.60	December Chairs allowance
20/12/2023	Wiltshire Council	V3691-BACS	3,226.37			4510	142	3,226.37	Inv.191-Drop kerbs Halifax Rd
20/12/2023	Wiltshire Council	V3692-BACS	855.40			4510	142	855.40	Portal Way village gateway
28/12/2023	Teresa Strange	V3684-BACS	██████			4000	130	██████	December 2023 Salary
28/12/2023	Lorraine McRandle	V3685-BACS	██████			4020	130	██████	December 2023 Salary
						4155	120	1.20	Milk for meetings
						4370	120	6.00	Dishwasher tablets
						4070	120	19.96	Council Xmas cards
						4120	120	1.95	Postage for Notices & posters
						4120	120	3.20	Postage for Cllr agenda pack
						4155	120	6.00	Coffee for office
						4120	120	175.00	Purchase of 1st & 2nd class st
28/12/2023	Marianne Rossi	V3686-BACS	██████		1.86	4010	130	██████	December 2023 Salary
						4120	120	2.75	Postage for formal complaint I
						4120	120	1.95	Notices & Posters postage
						4070	120	12.75	Refreshments- Dec meeting
						4155	120	1.45	Milk for meeting
						4070	120	10.88	Refreshments- Dec meeting
						4070	120	6.34	Refreshments- Dec meeting
28/12/2023	Terry Cole	V3687-BACS	██████			4460	142	██████	December 2023 Salary
						4050	142	47.50	Travel Allowance
						4051	142	50.85	Mileage x113 miles

Total Salaries
December 23

£6,617.93

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Date: 03/01/2024

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 9

Payments for Month 9

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>
28/12/2023	David Cole	V3688-BAVS	████	████		4800	320	████	December 2023 Salary
31/12/2023	Unity Trust Bank	V3700-	29.70			4140	120	29.70	Service Charge
Total Payments for Month			699,841.96	0.00	1,740.54			698,101.42	
Balance Carried Fwd			27,256.26						
Cashbook Totals			<u>727,098.22</u>	<u>0.00</u>	<u>1,740.54</u>			<u>725,357.68</u>	

Receipts for Month 9

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 :	652,000.00					652,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>652,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>652,000.00</u>	

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Date: 03/01/2024

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 9

Payments for Month 9

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>
04/12/2023	Current Account & Instant Acc	S19877806	652,000.00			200		652,000.00	V3650-Fixed Term Deposit retur
Total Payments for Month			652,000.00	0.00	0.00			652,000.00	
Balance Carried Fwd			0.00						
Cashbook Totals			<u>652,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>652,000.00</u>	

Receipts for Month 9**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 :		55,824.62					55,824.62	
Banked: 11/12/2023		670,000.00						
V3669	Unity Bank	670,000.00			220		670,000.00	Transfer from Unity to Instant
V3701-INTE Banked: 31/12/2023		1,696.10						
V3701-INTE	Unity Trust Bank	1,696.10			1080	110	1,696.10	Interest
Total Receipts for Month		671,696.10	0.00	0.00			671,696.10	
Cashbook Totals		727,520.72	0.00	0.00			727,520.72	

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Date: 03/01/2024

Melksham without Parish Council Current Year

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 9

Payments for Month 9

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		727,520.72						
	Cashbook Totals		<u>727,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>727,520.72</u>	