

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday, 25 March 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, Terry Chivers, John Doel, Martin Franks, Mark Harris, Shona Holt, Nathan Keates, Peter Richardson and Richard Wood

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

In attendance: Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold), Wiltshire Council Nick Holder (Bowerhill)

Via Zoom: Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural) & Melksham Town Councillor Gary Cooke (for part of Meeting)

459/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting noting those present were aware of the evacuation procedures in the event of a fire. It was noted the meeting was being recorded and would be published on YouTube, following the meeting, and deleted once the minutes were approved.

The following announcements were made:

- The Annual Parish Meeting will take place on Monday, 15 April at 7.00pm (6.30pm for refreshments) at Melksham Rugby Club, Oakfields, Eastern Way. All welcome.
- Public consultation is currently taking place for a large battery storage installation in north Whitley, with underground cable connection proposed, from either the solar farms in north Wiltshire and/or the solar batteries in Whitley – to the substation in Beanacre. The parish council will be considering its response to the consultation at their Planning Committee meeting on 8 April. www.limedownsolar.co.uk

460/24 To receive apologies and consider approval of reasons given.

Apologies were received from Councillor Shea-Simonds due to family health reasons, but hoped to attend the meeting later, if possible.

It was noted Councillor Russell had a 3 month leave of absence.

461/23 Invited Guests:

Standing Orders were suspended and the Wiltshire Councillors present were invited to speak to the Council.

a) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)

Wiltshire Councillor Jonathon Seed explained he had produced a report which he understood had been circulated to Members before the meeting and thanked Members and staff for their well wishes following his recent fall.

Wiltshire Councillor Nick Holder arrived at 7.05pm.

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

Lime Down Solar

Wiltshire Councillor Alford explained he had arranged a meeting with Michelle Donelan MP regarding proposals for a solar battery storage facility north of Top Lane, Whitley.

Wiltshire Council were still to finalise the approach they would be taking as a consultee on proposals and this information would be fed back to the parish council. The Secretary of State would be making the final decision on proposals, with it likely to take approximately 18 months for a decision to be made.

Wiltshire Councillor Alford raised concern for those with no online access, as there did not appear to be paper copies of the response form available for residents to complete.

The Clerk advised the Parish Council had contacted Lime Down Solar and they were making arrangements to deliver paper copies of the form, as well as the information booklet to various locations within the village. An article would also appear in the Shaw & Whitley Connect Magazine, as well as the next issue of the Melksham Independent News.

Other Matters

Whilst the site near the electricity substation on the Asda roundabout, adjacent to the river, was within the town boundary, the meeting was informed an Enforcement Notice had been issued to the landowner to clear the site of litter and other materials. The Environment Agency had also been contacted.

The Clerk explained she had also contacted the Environment Agency

with their Drainage, Water Contamination and Enforcement officers now in the loop with the Wiltshire Council Drainage, Public Protection and Planning Enforcement officers and will now include Wiltshire Councillor Alford in the circulation list. There was a potential flood risk from the banking up of materials to raise the ground level.

Discussions had been held with the Tree Officer at Wiltshire Council regarding the possibility of additional tree planting on the highway verge adjacent to The Spa.

Wiltshire Councillor Alford informed the meeting there had been a recent change within the Wiltshire Council Cabinet and whilst he was still Cabinet Member for Housing, he was no longer Cabinet Member for Strategic Assets & Asset Devolution, with Councillor Holder now Cabinet Member for Highways.

c) Wiltshire Councillor Nick Holder (Bowerhill)

Wiltshire Councillor Holder provided an update on the following:

Pathfinder Way, Bowerhill

Enforcement action had taken place against Taylor Wimpey regarding the public open space on land north of the proposed new primary school, with work now underway on landscaping the area. However, he was still unclear how this area would be delineated from the area to be transferred back to Wiltshire Council as part of the school site but had requested clarity on this.

With regard to the proposed primary school, the planning application was still awaiting a decision, but it was understood that the highway issues had now been resolved. Once the land transfer had taken place, Wiltshire Council would complete the conveyance of the land.

A highways site meeting took place last week to discuss outstanding remedial work, both within the development and Pathfinder Way. After Easter, it was expected that a detailed remedial plan for the works to be carried out would be issued, which would include sorting out the issues with the Pathfinder roundabout directional arrows.

Unfortunately, there were complications with the works on the Spa Road roundabout, as this involved two different planning applications and two different developers ie Taylor Wimpey and the consortium for Hunters Wood/The Acorns to the East of Snowberry Lane. Whilst Taylor Wimpey is required to complete highway works now, as they had finished building, the consortium for Hunters Wood/The Acorns, did not have a requirement to complete until their building work had been completed.

Wiltshire Councillor Holder explained he had raised this at Wiltshire

Council and requested that when the works were resolved on the Pathfinder Way side of the roundabout, the works on the other side also needed to be resolved and was awaiting a response from officers on this.

With regards to the final element of S106 funding relating to the Pathfinder Place site, this included the building of a footpath from the A365 to the rear of Burnet Close with a draft plan being issued at the end of the previous week. It was understood the works would be completed by the early part of next year.

Blackmore Farm planning application for 650 dwellings (PL/2023/01949).

The application had been refused by Wiltshire Council for various reasons. However, a decision was still awaited on the new planning application for 500 dwellings on the same site (PL/2023/11188).

Footpath to the rear of Melksham Oak School

The consultation period had been extended as some specific technical questions had been raised, with it understood that if the objections raised could be resolved without further contention, then it was likely the decision would be made by a planning officer, rather than going to Committee for a decision. It was hoped the works would be completed ready for the start of the school year in September.

Proposals for Wiltshire Council Strategic Depot on former Christie Miller Site, Bowerhill

It was noted the Clerk had requested assurance that there would be a pre-app meeting with Wiltshire Council and the parish council and had been assured that this would take place.

Standing Orders were reinstated.

462/23 a) To receive Declarations of Interests

The following Councillors declared an interest in Min 444/23 in relation to the recommendations of the Finance Committee Meeting held on 4 March 2024 for grant applications:

Councillors Holt and Wood, as Chair and Trustee of Berryfield Village Hall Trust respectively.

Councillor Harris as Chair of Bowerhill Village Hall.

Councillor Peter Richardson, as Chair of Community Action Whitley & Shaw (CAWS).

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

None received.

463/23 To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (Agenda items 9a & 9b, 11a) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Councillor Glover advised the following items be held in closed session for the following reasons:

• Item 8(c): Neighbourhood Plan Update

Reason: confidential discussions still ongoing.

• Items 9(a) & 9(b): Staffing minutes and recommendations

Reason: if Members wished to discuss the recommendations relating to staffing matters.

• Item 11(a): Pathfinder Way Play Area Legal Transfer

Reason: legal.

• Items 11(d), (e) & (f): Asset Management – Approve quotations received.

Reason; Contractual and commercially sensitive

Resolved: That items 8(c), 9(a), 9(b), 11(a), (d), (e) & (f) be held in closed session for the reasons given.

464/23 Public Participation

Melksham Town Councillor Gary Cooke explained he was in attendance to observe the meeting.

465/23 To approve the Minutes of the Full Council Meeting held on 19 February 2024.

It was noted there was one minor error on p12, noting the date should read 15 February and not 15 March.

Resolved: To approve with the above amendment and for the Chair to sign the Full Council minutes of 19 February 2024.

466/23 Planning

a) To approve the Planning Committee Minutes of 26 February 2024.

The following amendments were requested as follows:

Min 437(a)(iii) relating to Semington Parish Neighbourhood Plan

Resolved: The **Parish Council** support the policies in the Semington Parish Neighbourhood Plan.

Min 433/23 relating to Revised Plans and planning application PL/2023/10488 and proposals for a footpath to the rear of Melksham Oak School

The last paragraph read as follows: Having looked at the comments on the Planning Portal, it appeared the Rights of Way Team had made a few observations and sought clarification that MELW18 would not need to be modified and that access through Woolmore Farm would **not** be compromised.

Councillor Glover informed the meeting proposals for 53 dwellings at Townsend Farm (PL/2022/08155) had been refused by Wiltshire Council's Strategic Planning Committee and would be included on the next Planning Committee agenda to note.

Resolved: To approve, with the above amendments, and for the Chair to sign the Planning Committee minutes of 26 February 2024.

b) To formally approve the Planning Committee recommendations of 26 February 2024.

The Clerk explained, with regard to comments made at the meeting relating to rear access to the proposed new primary school at Pathfinder Way (Min 434(d)(i)), that she understood Wiltshire Council did not like rear accesses to schools, for safeguarding reasons, and

sought views of Members if they wished to pursue this, given they had requested this rear access to the school.

It was agreed that there were examples of other rear accesses to schools locally, such as Bowerhill Primary School and Melksham Oak for instance and therefore a rear access to the site was important.

Standing Orders were suspended to allow Wiltshire Councillor Holder to speak to this item.

Wiltshire Councillor Holder confirmed this had been a comment made by a Highways Officer at a site meeting the previous week regarding a policy decision of Wiltshire Council. However, he understood from the School Design Team a rear access to the school site was proposed.

Standing Orders were reinstated.

With regard to Buckley Gardens (Min 438(a)(ii)/23) Councillor Holt explained that she had witnessed commercial vehicles accessing Shails Lane the previous week.

The Clerk confirmed Planning Enforcement had again been made aware of construction vehicles accessing Shails Lane, as well as concerns of mud on the road. Councillor Wood confirmed he had noticed significant amounts of mud of the road, despite a sweeper regularly in attendance.

It was noted lorries carrying earth were often seen queuing along Hampton Park West in the mornings ready to get onto the site and were causing issues for other road users.

With regard to Min 438(a)(iii)/23 and street names for land to the rear of Townsend Farm (PL/2023/00808) for 50 dwellings, the Clerk confirmed Councillor Baines had spoken to a member of the Keen family and they were happy for the name Keen to be used as a potential street name.

Councillor Wood confirmed he was unable to locate a living relative of William Tayler who appeared in the 1881 census and requested Keen be used for the main spine road for this development.

Resolved: To approve the recommendation contained within the Planning Committee minutes of 26 February 2024.

c)C To consider latest update on the Melksham Neighbourhood Plan Review (JMNP#2) and to approve additional funding.

THIS ITEM WAS HELD IN CLOSED SESSION.

During this item Councillor Chivers left the meeting at 8.55pm.

d) Proposed changes to national planning rules regarding brownfield sites. To consider a response to the consultation (closing date 26 March)

The Government were currently consulting on proposed changes to national planning rules regarding brownfield sites, with Members forwarded a proposed response to the consultation from the Neighbourhood Plan planning consultations, Place Studio:

Q.1: Do you agree we should change national planning policy to make clear local planning authorities should give significant weight to the benefits of delivering as many homes as possible [yes/no]? If not, why not?

A: No

There is a shortage of housing and affordable housing. Much is as a result of delivery failures and not lack of planning consents. Planning policies should optimise (but not maximise) the enabling of housing delivery on sustainable brownfield sites.

Not all brownfield land is sustainably located for housing. Only where sustainability is demonstrated should housing be optimised. Sustainable development is mixed development with services, facilities and jobs within c15-20 minutes walk/ride of each other. Whilst brownfield development should be promoted for sustainable development, it should not be promoted to maximise housing at the expense of creating sustainable and balanced communities. To maximise the sustainability and vitality of market town centres like Melksham it is agreed that significant housing growth may be a driver.

Where there are significant environmental factors eg flooding risk, significant weight should still be given to the health and safety of residents. However, plan making should give greater in principle weight to the inherent sustainability of brownfield land over lower risk green sites and be flexible to on-site and construction measures to protect residents within a resilient environment.

Q.2: Do you agree we should change national planning policy to make clear local planning authorities should take a flexible approach in applying planning policies or guidance relating to the internal layout of development [yes/no]? If not, why not?

A: No.

Everyone deserves a decent home. Developers should not be enabled to create low quality and low value internal layouts that are contrary to the National Described Housing Space Standards.

Only on exceptional circumstances where other benefits are proven to outweigh and acceptable mitigation is in place should lower space standards be accepted. This is sufficient flexibility. It is not acceptable to excuse poor quality habitable space by coating it in beauty.

Affordable housing and market housing should be tenure blind. The policy approach risks creating distinctly poor cheaper housing with the associated stigmas and social impacts.

Q.3: If we were to make the change set out in question 2, do you agree this change should only apply to local policies or guidance concerned with the internal layout of developments [yes/no]? If not, what else should we consider?

A: No!

This is a Government initiative in pursuit of a Government housing delivery target. LPA's and Councils should not be made responsible for housing standards to compensate strategic house building delivery shortfalls where it knows significant land is allocated and consented but not built out.

Regional delivery of the "flexibility" risks local circumstances influencing the delivery of substandard housing to maximise profits and not efficiency. Councils and regeneration agencies should once again be empowered and supported to drive forward brownfield land regeneration within a framework of housing standards.

Resolved: To respond to the consultation using the responses provided by Place Studio.

e) Improvements to footpath from toucan crossing on A365 to the rear of Burnet Close.

Resolved: To welcome proposals but to request delineation between pedestrians and cyclists.

467/23 Staffing

a) To approve the Minutes of the Staffing Committee meeting held on 18 March 2024.

Resolved: To approve and for the Chair to sign the Staffing Committee minutes of 18 March 2024.

- b) To approve the recommendations of the Staffing Committee meeting held on 18 March 2024.**

HELD IN CLOSED SESSION.

The Clerk declared an interest in Min 457/23 and left the meeting during this item.

Resolved: To approve the recommendations contained within the Staffing Committee minutes of 18 March 2024.

- c) To note Employer Pension contribution rates for 2024/25.**

Resolved: To note the Employer Pension contribution rates for 2024/25 of 19.7%, which was the same as the current financial year:

468/23 Finance

- a) To note circular from the National Association of Local Councils (NALC) confirming powers of local councils (following amendments to Section 19A of the Local Government Act 1984) to fund works to property relating to affairs of the church or held for an Ecclesiastical charity (England only).**

Members noted the parish council were now able to fund projects that related to the fabric of church buildings, which was previously prohibited and cleared up any ambiguity relating to a grant request from the Good News Church regarding That Meeting Space, where members had sought clarification on the law.

- b) To review the Grant Policy in light of amendments to Section 19A of The Local Government Act 1984.**

In light of the change in legislation above, approval was sought to remove Clause 8 from the Grant Policy, which related to not being able to fund church buildings.

It was noted Councils would need to consider requests in respect of church property or property held for an ecclesiastical charity, as they would any other funding request. Funding powers further to Section 19A of the 1894 Act were discretionary.

Resolved: To remove clause 8 from the council's Grant Policy.

- c) To approve the Minutes of the Finance Committee meeting held on 4 March 2024.**

Resolved: To approve and for the Chair to sign the Finance Committee minutes of 4 March 2024.

- d) To formally approve Finance Committee recommendations of 4 March 2024.**

Resolved: To formally approve the Finance Committee recommendations of 4 March 2024.

- e) To note Receipts & Payments reports for February.**

Resolved: Noted.

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

Resolved: For Councillor Baines and Doel to be cheque signatories/online authority for March payments and Councillors Holt and Pafford to sign the grant cheques at a later date.

- g) To approve Bank Account and Fund Transfers.**

Resolved: To approve £35,000 transfer from the Unity current account to the Lloyds current account to cover the grant cheques.

469/23 Asset Management

- a) To receive update on Pathfinder Place play area legal transfer and approve if received.**

The Clerk explained she was still awaiting the legal transfer documentation.

In order to try and move this on she had visited the site with a representative of Taylor Wimpey and a senior Highway Officer who had confirmed they could not see why there was a delay to the council having the right of vehicular access to the site. In reply to the latest queries, the Clerk had gone back to the solicitors to state vehicular access would only be required on the odd occasion to replace play equipment for example, or clean the safety surfacing.

- b) Shurnhold Fields**

- i) To receive update following Shurnhold Fields meeting held on 21 February regarding the flood alleviation project and consider next steps.**

Councillor Glover confirmed the project would need land drainage consent and was currently awaiting David Sharp Architect to overlap drawings of the car park plan with the flood prevention works, before the application is raised. It was noted there would be cost implications to this work; however, this would be minor.

Unfortunately, there was no news from Melksham Town Council that they were onboard and written to residents of Dunch Lane (which is in the town and not the parish) regarding the proposed flood prevention bund south of Shurnhold Fields to the rear of their properties.

It was understood the request for the town council to write to those residents affected in Dunch Lane had not been put before a meeting of Melksham Town Council or a committee meeting.

Councillor Glover informed the meeting he would be writing to the Town Mayor to seek assurances this work would be undertaken.

Councillor Doel informed the meeting several people had commented to him that Dunch Lane was used as a 'race track' around the bend near the play area.

Members were reminded there was some S106 funding available to improve Dunch Lane. However, this was on hold, as it was understood Wiltshire Council were still waiting for the Town Council to consult their residents on highway improvements, such as making Dunch Lane one-way.

ii) To note outcome of grant application from Friends of Shurnhold Fields to Melksham Area Board and approve 100% funding from the S106 maintenance fund.

Councillor Glover explained that the Friends of Shurnhold Fields had been advised to withdraw their grant application to the Area Board for a new lawn mower, as would likely be turned down, as they considered funding was available via the S106 maintenance fund for Shurnhold Fields.

It was noted the Town Council had previously supported 100% funding for a new lawn mower to come from the S106 Shurnhold Fields maintenance fund if the grant application to the Area Board were turned down.

The Clerk explained she would discuss with the Friends of Shurnhold Field Group on when they wished to purchase a new

lawnmower, as there was no shed on site as yet to store it, as it was part of the car park project.

Resolved: To support the 100% funding for a new lawn mower to come from Shurnhold Fields S106 maintenance fund.

c) To consider the purchase of Bleed Kits in the parish, deferred from Full Council on 19 February 2024 (Min 432(b)/24).

Councillor Glover informed the meeting that if the parish council were minded to proceed with purchasing bleed kits at £85 each, the sensible approach seemed to be to put them in the council's defib cabinets rather than their own cabinets which would cost approximately £400-£500 each, and sought a steer from Members on a way forward.

Discussion ensued on the appropriate location for the kits, noting concerns from Community Heartbeat who monitor the council's defibs that if a bleed kit was deployed, it would indicate on their online monitoring system that the defib was also deployed and not available, when it was not. Having bleed kits available for community access was a relatively new thing, and Community Heartbeat did not yet have the technology to have two different items on an online system with the Ambulance Trust.

Councillor Holt understood there was a national charity which was looking to roll out bleed kits to taxi drivers and this may be worth investigating.

Concern was raised if people would have the skills to use a bleed kit.

Resolved: To investigate further whether the bleeds kits and defibs can be stored in the same cabinet without causing issues.

To seek further information on the national charity looking to roll out bleed kits to taxi drivers and if the parish council could take advantage of the scheme and to investigate other local charities who may be able to assist.

d) To approve quotations for play area and MUGA (Multi Use Games Area) safety surfacing cleaning.

HELD IN CLOSED SESSION.

The following quotes had been received, as the current arrangements with Idverde had been terminated.

QUOTATION A: £5,074.99 + VAT (parish council to supply water)

QUOTATION B: £5,250 + VAT (will supply own water but may need

to replenish)

QUOTATION C: £5,920 + VAT (will provide own water)

QUOTATION D: £7,000 + VAT

It was noted some quotes had included Whitworth Play area, which they had not been asked to do, as this play area was going to be left uncleaned and treated, as a comparison trial.

Following investigation, it was estimated 3000 litres of water would cost the parish council £12.76, noting those who had said they would supply their own water may still have to replenish their supply.

Councillor Franks noted Wessex Water installed metered water hydrants, which may be cheaper than water from an outside tap.

Resolved: To approve quotation B from VitaPlay of **£4,550 + VAT** (£5,250 - £700 quoted for Whitworth Play area).

- e) Grass cutting contract: To consider alternative quote if received, or if not available, agree way forward with existing contractor and next steps for procurement process.**

HELD IN CLOSED SESSION.

It had been agreed at a previous meeting to seek an alternative quote for grass cutting and bin emptying to benchmark the incumbent contractor. The current contract was due to expire on 31 March 2024, having been extended for a year in 2023. To inform budget setting, the current contractor had advised that they would be increasing their costs by approximately 5%. The Asset Management Committee had asked the current contractor to provide a quote for a 3-year contract, but the quotation received had been higher than budgeted for. Officers were asked to obtain a comparative quote; however, they had not been successful in securing another quote despite trying different providers and contacting similar local organisations for details of their contractors.

It was noted the quoted annual cost for the contract was close to the current threshold of £30,000 that triggers a tender exercise. When this contract had previously been due for renewal, advice had been sought from National Association of Local Councils (NALC) on not going out to tender if it was felt that the council were happy with the incumbent supplier if at a suitable increase, and would be a waste of time and effort for other companies to quote if they would not be awarded the contract; and not good use of public money to conduct the exercise. NALC had advised as long as the cost of the contract annually was not over the tender threshold the council did not need to go out to tender, as long as it

was clear on the reasons why the parish council were not doing so, with this advice dated 2015.

Members reviewed the options on the way forward that had been set out in the agenda papers by the finance officer.

It was suggested to extend the current contract for a further year. Noting the costs were currently close to the tender threshold and/or likely to go beyond this next year, the Council seek tenders for grass cutting and bin emptying in September 2024; so a contract can be in place in good time by April 2025.

Clarification was sought if the current contractor could be tied into a 3-year contract with the price quoted of £23,765.66. The Clerk, as the Responsible Finance Officer to the Council expressed caution in doing this, bearing in mind when adding VAT to the price quoted, this made the costs close to the £30,000 tender threshold, without seeking an additional quote.

Councillor Glover had asked the Clerk to look at whether there were any updates since 2015 and to come back to a future meeting if necessary.

Resolved:

1. To extend the current grass cutting/bin emptying contract with J H Jones for a further year to 31 March 2025 at £23,765.66 excluding VAT.
2. To explain to J H Jones that the parish council will be going out to tender in September for the renewal of this contract, due to their financial regulations, and is not a reflection on their service that they are seeking alternative prices.

f) To receive update on Speed Indicator Devices (SIDs) and approve quotes for regular installation.

HELD IN CLOSED SESSION.

The Clerk advised that despite contacting several contractors they had only received the following quotation from J H Jones. This contractor had the necessary Street Works Licence and public liability insurance:

- To move SIDs to different sites within the parish area and fix to posts on a fortnightly turnaround when instructed to do so.
- To store and charge batteries required at Park Farm.
- To inform Wiltshire highways of new sites.
- To inform Southern Electric and other parties as required

TOTAL £193.00 + VAT

Resolved: To approve the quotation of £193.00 + VAT from J H Jones, as quoted above, with the two SIDs to be moved every fortnight, at that cost per fortnight.

470/23 Highways

a) To receive update on Semington Road Bus Gate and installation of an ANPR (Automatic Number Plate Recognition) Camera and approve the parish council's funding contribution.

Councillor Glover informed the meeting that it was understood both Semington Parish Council and the Local Highway & Footpath Improvement Group (LHFIG) would be paying for the purchase of the device.

It had been confirmed that the parish council would only have to pay £1,000 per year from year 2 onwards (2025/26) towards the running costs, with Semington Parish Council also confirming they would contribute £1,000 to the annual running costs.

The Clerk noted that at a previous meeting Members had asked for revenue from the ANPR camera, however clarification had been provided that the revenue would be used to offset the costs, with an aim to not make any charges to the parish councils from year 3 onwards, if the revenue off sets the costs.

Resolved: To approve the annual £1,000 maintenance costs from Year 2 onwards (2025/26), to come from either Community Infrastructure Levy (CIL) funding or solar farm funding to be assessed at that budget setting period.

b) Parking Charges, Melksham Station Car Park

Members noted the Traffic Order to implement parking charges at Melksham Station Car Park had been approved by the Cabinet Member for Transport, Street Scene and Flooding.

It was noted parking could be paid for via the Wiltshire Council Parking App or debit card, but not cash.

c) To receive update on Real Time Passenger Information (RTPI) and consider Kestrel Court Bus Shelter as next site for installing RTPI and if so, approve cost.

Councillor Glover informed the meeting the Clerk was still chasing Wiltshire Council's Passenger Transport officers for usage data and

criterion to look at a matrix of stops/shelters for prioritising the future rollout of other RTI devices.

Whilst the council were already proceeding with the installation of RTPI on the bus shelter at Mitchell Drive, Bowerhill; funding was available from Wiltshire Council's Passenger Transport section of 50% share for the two shelters at the Kestrel Court stop, and therefore, a steer was sought if the parish council wished to go ahead with the installation of RTPI on Halifax Road (Kestrel Court bus shelters) at a cost of £5,736.67 excluding VAT (effectively getting two for the price of one).

Resolved: To approve the funding (to come from the Community Infrastructure (CIL) share pot with the Town Council) of £5,736.67 to install RTPI at both Kestrel Court bus shelters on Halifax Road.

d) Taxi Licensing

Members welcomed Wiltshire Council introducing a Single Licensing Zone for Hackney Carriages which would enable taxi drivers having dropped off a passenger/s in Wiltshire to be able to pick up a return fare.

471/23 Emergency Response:

The meeting was informed the Clerk had been progressing support from the drainage team for two properties in Corsham Road, Whitley. Contact had also been made with the Environment Agency regarding flooding concerns on the site near the sub-station on Asda Roundabout, as well as Woodrow Road, where sewerage had backed up causing flooding issues.

The Clerk advised the meeting that the two properties on Corsham Road had been pumped, with the help of volunteers from Community Action Whitley & Shaw, Community Emergency Group (CAWS CEG), about 8 times this year.

There had been a good response from the Drainage Team at Wiltshire Council in assisting those impacted by flooding.

Councillor Glover left the meeting briefly; therefore, Councillor Pafford chaired the meeting for the next item.

472/23 Community projects/partnership organisations:

a) Melksham Community Support and Age UK.

Several representatives of the parish council attended a Finance Committee of Melksham Town Council on 11 March 2024.

At the meeting an £8,500 grant had been approved, to fund the Town Council's share for the Melksham Community Support Project, with it understood between £1,100-£1,500 was also available to contribute towards their share of the costs, however, this was still be clarified, with it understood the shortfall in funding would be considered by their Full Council in due course.

b) To receive update on the Village Hall meeting held on 22 February.

Notes of the meeting had been circulated to members prior to the meeting.

Those present at the meeting felt it had been a useful meeting and another meeting had been arranged for 11th April and a WhatsApp Group set up.

c) To receive update on Melksham Area Board Meeting held on 6 March.

Councillor Wood explained he had managed to be included in the visit to Melksham House prior to the Area Board meeting which had been worthwhile and noted how modern it now looked inside.

d) 3G provision in the Melksham area.

Councillor Glover explained following the meeting on 22 March, that there was still a large amount of money for the community to find, to contribute towards the funding of the 3G pitch and the town and parish council may be asked to contribute via a Community Infrastructure Levy (CIL) request.

The Clerk, having attended the meeting, provided an update including the costs involved in providing a 3G pitch which would be in the region of c£900,000, with the Football Foundation happy to provide two thirds of the funding, with the community having to find the other third of funding c£300,000.

Wiltshire Council would be looking at S106 funding via playing field contributions, the Blackmore Farm application for 650 dwellings (PL/20

23/01949) had recently been turned down by Wiltshire Council and the Snarlton Farm application for 300 dwellings (PL/2023/07107) had been withdrawn by the applicant. Therefore, this type of funding would not be coming forward any time soon.

Another option would be if the Football Club sought private funding, however, the Football Foundation are not able to contribute if funding is sought via this route. Other ways of fund raising were also

considered.

At the meeting there had been discussion how in other parts of the Country the community had contributed towards the cost via CIL funding. At the meeting the Clerk had highlighted it was the decision of parish councils/town councils where CIL funding is spent in their respective communities, bearing in mind the need for various types of other infrastructure within a community.

From the various groups present, it was understood there to be a need for two 3G pitches in the community in addition to the one at Melksham Oak. However, everyone was waiting for the Playing Field Strategic Report from Wiltshire Council as evidence to support their case.

Resolved: To note the potential for 3G pitch provision in the Melksham area. Whilst the parish council support the need for such provision it will consider funding requests when it is clear what the requirement is.

e) To consider a response to Wiltshire Council's Cultural Strategy for the County.

It was noted whilst the deadline for the consultation had closed at the weekend, the parish council could still send a late submission. The consultation was subjective, therefore Councillor Glover suggested members send in their own individual responses if interested.

473/23 What have we done to meet the Climate Friendly agenda?

a) To note update on tree planting/grant funding from Wiltshire Council's Woodland Team and to consider any suitable projects.

Members noted information from Wiltshire Council regarding tree planting and grant funding which had also been circulated to organisations/groups in the parish by the officers.

Councillor Pafford informed the meeting that Melksham Oak secondary school had recently planted 400 trees received from the Woodland Trust, which the six formers had undertaken as part of a project.

b) Jubilee Tree Planting

Unfortunately, due to other work commitments, the tree planting season had been missed. Discussions were still taking place with various landowners to obtain their permission. Therefore, it was hoped the trees would be planted in the next planting season, between November 2024 and March 2025.

c) Biodiversity Action Plan. To consider the working document for the Biodiversity Action Plan following adoption of the Biodiversity Policy in December.

It was explained the Clerk had met with Councillor Keates to discuss ideas with notes being circulated to members in due course.

Resolved: To defer this item to the next Full Council meeting on 22 April.

d) To receive an update on Wiltshire Council's Local Nature Recovery Strategy, following workshop on 19 March

Both the Clerk and Councillor Keates had attended the workshop on 19 March and whilst it was difficult to give input on other areas in Wiltshire and Swindon had raised flood prevention measures in the north of the parish.

Members were reminded the consultation ended on 31 March.

The Clerk felt it was worth the parish council thinking of some areas and projects that could be used to offset any 10% biodiversity net gain for new developments which could not provide it on the application sites.

Resolved: For members to complete the consultation survey individually if they wished.

Meeting closed at 9.50pm

Signed:.....
Chair, Full Council, 22 April 2024

Date: 01/03/2024

Melksham without Parish Council Current Year

Page: 204

Time: 14:46

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 :		5,846.34					5,846.34	
V3773-ALLO	Banked: 01/02/2024	35.00						
V3773-ALLO	Allotment Holder	35.00			1310	310	35.00	Rent for plot 5a Berryfield
V3774-BACS	Banked: 05/02/2024	66.00						
V3774-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.396- 4th February 24 match
V3775-BACS	Banked: 07/02/2024	35.00						
V3775-BACS	Allotment Holder	35.00			1310	310	35.00	Relet- Rent plot 6a Berryfield
V3776-BACS	Banked: 08/02/2024	82.50						
V3776-BACS	Redfish Events	82.50			1260	210	82.50	Inv.402-Bowerhill Bomber race
V3777-ALLO	Banked: 12/02/2024	35.00						
V3777-ALLO	Allotment Holder	35.00			1310	310	35.00	Rent for plot 10a Berryfield
V3778-FOF	Banked: 12/02/2024	318.00						
V3778-FOF	Future of Football	318.00			1210	210	318.00	Inv.395- Feb training camps
V3779-BACS	Banked: 22/02/2024	66.00						
V3779-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.397-3rd Feb Match
V3780-BACS	Banked: 26/02/2024	22.00						
V3780-BACS	Redfish Events	22.00			1260	210	22.00	Inv.404- Hire of kitchen
Total Receipts for Month		659.50	0.00	0.00			659.50	
Cashbook Totals		6,505.84	0.00	0.00			6,505.84	

Continued on Page 205

Date: 01/03/2024

Melksham without Parish Council Current Year

Page: 205

Time: 14:46

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
01/02/2024	Water 2 Business	V3768-DD	97.57			4323	320	97.57	782-Berryfield Allotments water
01/02/2024	Water 2 Business	V3769-DD	276.89			4323	320	276.89	Inv.583-BSF Allotments water
01/02/2024	Water 2 Business	V3770-DD	363.43			4322	220	363.43	Inv.646-Pavilion water charges
15/02/2024	Daisy (One bill)	V3771-DD	41.09		6.85	4384	220	34.24	Inv.752-Pavilion WiFi
15/02/2024	Daisy (One Bill)	V3772-DD	41.09		6.85	4190	120	34.24	Inv.751- Office WiFi and line
Total Payments for Month			820.07	0.00	13.70			806.37	
Balance Carried Fwd			5,685.77						
Cashbook Totals			6,505.84	0.00	13.70			6,492.14	

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 :		140,682.96					140,682.96	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>140,682.96</u>	<u>0.00</u>	<u>0.00</u>			<u>140,682.96</u>	

Continued on Page 207

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2024	Grist Environmental	V3764-DD	1.44		0.24	4770	220	1.20	Inv.1032- B'hill waste away
06/02/2024	EDF Energy	V3765-BACS	223.27		10.63	4302	220	212.64	007- Pavilion electricity
16/02/2024	Lloyds Bank PLC	V3766-DD	184.71		28.72	4120	120	6.90	Flood letters to residents
						4120	120	2.50	Letter sent to hirer
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
28/02/2024	Melksham Town Council	V3742-BACS	1,897.50			4680	170	1,897.50	Inv44- Share NHP support 6072
28/02/2024	Melksham Town Council	V3741-BACS	907.50			4680	170	907.50	In45 Share NHP support 6088
28/02/2024	Melksham Town Council	V3743-BACS	2,268.75			4680	170	2,268.75	In.32 Share NHP Support 6065
28/02/2024	Melksham Town Council	V3744-BACS	10.50			4680	170	10.50	Inv.33- NHP boxes- Consultati
28/02/2024	Melksham Town Council	V3745-BACS	5,000.00			4670	170	5,000.00	Inv.46-Market PI toilets 23/24
28/02/2024	Melksham Town Council	V3746-BACS	1,051.20			4820	142	1,051.20	In.48-SHF Caretaking 23/24
						347	0	-1,051.20	In.48-SHF Caretaking 23/24
						6000	142	1,051.20	In.48-SHF Caretaking 23/24
28/02/2024	Agilico	V3747-BACS	109.91		18.32	4130	120	91.59	Inv.559-Office photocopying
28/02/2024	Glasdon U.K Limited	V3748-BACS	430.58		71.77	4785	142	358.81	472-Replacement bin Westlands
28/02/2024	JH Jones & Sons	V3749-BACS	1,765.12		294.19	4400	142	38.13	Inv.3993-Kestrel Shrub mainten
						4409	142	179.67	Inv.3993-Hornchurch Grass cutt
						4820	142	36.21	Inv.3993-SHF Annual cut
						347	0	-36.21	Inv.3993-SHF Annual cut
						6000	142	36.21	Inv.3993-SHF Annual cut
						4402	320	66.16	Inv.3993-Allotment grass cutti
						4400	142	244.09	Inv.3993-Jan 24 Play area gras
						4780	142	57.75	Inv.3993-Play Area bin emptyin
						4781	220	87.54	Inv.3993-JSF Bin emptying
						4401	220	761.38	Inv.3993-JSF Grass cutting
28/02/2024	Kanconnections	V3750-BACS	302.40		50.40	4721	220	252.00	1587- JSF CCTV and light repair
28/02/2024	Kanconnections	V3751-BACS	439.20		73.20	4049	142	366.00	In.1585-Pathfinder defib cabin
28/02/2024	Mr Sparkles Melksham Ltd	V3752-BACS	200.00			4721	220	200.00	Inv.024- External pavilion cle
28/02/2024	Wiltshire Council	V3753-BACS	378.59			4510	142	378.59	532-Shaw traffic louvered Hood
28/02/2024	Wiltshire Publications Ltd	V3754-BACS	805.92		134.32	4230	120	46.40	Inv.446-Grant advert
						4230	120	130.20	Inv.446-Co-Option Vacancy

Continued on Page 208

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4240	120	495.00	Inv.446-Quarterly newsletter
28/02/2024	Aquasafe Environmental Ltd	V3755-BACS	300.00		50.00	4212	220	250.00	Inv.203- Jan & Feb PPM Visit
28/02/2024	Wiltshire Pension Fund	V3756-BACS	2,082.11			4045	130	1,588.51	Period 11- February 2024
						4000	130	240.65	Period 11- February 2024
						4020	130	123.47	Period 11- February 2024
						4010	130	129.48	Period 11- February 2024
28/02/2024	HM Revenue & Customs	V3757-BACS	2,411.99			4041	130	817.45	Period 11- February 2024
						4000	130	482.80	Period 11- February 2024-T
						4000	130	265.43	Period 11- February 2024-NI
						4020	130	191.40	Period 11- February 2024-T
						4020	130	108.07	Period 11- February 2024-NI
						4010	130	210.80	Period 11- February 2024-T
						4010	130	118.44	Period 11- February 2024-NI
						4460	142	178.40	Period 11- February 2024-T
						4800	320	13.60	Period 11- February 2024-T
						4070	120	25.60	Period 11- February 2024-T
28/02/2024	Teresa Strange	V3758-BACS	████████			4000	130	████████	February 2024 Salary
						4070	120	36.00	Mayorreception Cllr Glover x2
28/02/2024	Lorraine McRandle	V3759-BACS	████████		0.67	4020	130	████████	February 2024 Salary
						4120	120	3.20	Postage for 1x Full Council ag
						4370	120	3.33	Bin bags for office
						4155	120	7.50	Coffee for office
						4155	120	1.35	Milk
						4120	120	2.60	Postage for Planning agenda pa
28/02/2024	Marianne Rossi	V3760-BACS	████████			4010	130	████████	February 2024 Salary
						4120	120	2.75	Postage for letter-contractor
						4120	120	2.60	Asset agenda pack x1
28/02/2024	Terry Cole	V3761-BACS	████████			4460	142	████████	February 2024 Salary
						4050	142	47.50	Travel Allowance
						4051	142	45.00	Mileage x100
28/02/2024	David Cole	V3762-BACS	████████			4800	320	████████	February 2024 Salary
28/02/2024	John Glover	V3763-BACS	38.40			4070	120	38.40	February 2024 Chairs allowance
29/02/2024	Teresa Strange	V3767-S/O	5.30		0.88	4190	120	4.42	In.494- Reimburse out of hours
Total Payments for Month			27,880.72	0.00	733.34			27,147.38	
Balance Carried Fwd			112,802.24						
Cashbook Totals			140,682.96	0.00	733.34			139,949.62	

Total February
2024 Salaries

£6,913.83

Date: 01/03/2024

Melksham without Parish Council Current Year

Page: 115

Time: 14:47

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
--------------------	----------------------	-----------------------	------------------	--------------	------------	---------------	-----------------	---------------------------

	Banked:	0.00						
--	---------	------	--	--	--	--	--	--

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

0.00

0.00

0.00

0.00

Continued on Page 116

Date: 01/03/2024

Melksham without Parish Council Current Year

Page: 116

Time: 14:47

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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Date: 01/03/2024

Melksham without Parish Council Current Year

Page: 21

Time: 14:47

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 11

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 :		405,520.72					405,520.72	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>405,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>405,520.72</u>	

Continued on Page 22

Date: 01/03/2024

Melksham without Parish Council Current Year

Page: 22

Time: 14:47

Cashbook 4

User: MR

Instant Access Unity 20476339

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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		405,520.72						
	Cashbook Totals		<u>405,520.72</u>	<u>0.00</u>	<u>0.00</u>			<u>405,520.72</u>	