

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held on Monday 17<sup>th</sup> February 2025 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm**

**Present:** David Pafford (Vice Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Nathan Keates, Peter Richardson, Anne Sullivan, Richard Wood, and Martin Franks.

**Officers:** Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer).

**On Zoom:** Councillor Shea Simonds and Councillor Glover (part of the meeting). It was noted that these councillors were unable to vote at the meeting as they were not classed as being present under current legislation.

**In attendance:** Wiltshire Councillor Nick Holder who left the meeting at 7.40pm.

**418/24 Welcome, Announcements & Housekeeping:**

In the absence of Councillor Glover, Councillor Pafford, as Vice-Chair of the council, welcomed everyone to the meeting. It was noted that there was one member of the public present who had not attended council meetings previously and therefore was given the fire evacuation information prior to the start of the meeting. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved. Councillor Pafford made the following announcements:

- The next Planning Committee meeting will be held on Monday 24<sup>th</sup> February at Berryfield Village Hall with a later start time of 7.30pm.
- The Annual Parish meeting will be held on Monday 3rd March at Shaw School, 6.30pm for refreshments and networking with a 7pm meeting start.
- The next Melksham Area Board will be held on Wednesday 5th March at 7pm at Melksham Library, with a special older person's event taking place on Friday 7th March at 10am at the Riverside Centre.
- The next Highways Committee will either be after the Planning Committee meeting on 7<sup>th</sup> April or standalone on Monday 31<sup>st</sup> March, depending on agenda items for both meetings.

The Clerk explained that the Department of Transport was currently undertaking a consultation about integrated transport with a deadline of Thursday, 20th February. Graham Ellis from the Melksham Transport User Group has suggested three responses that the parish may wish to put forward to the consultation.

- The 271/2/3 making calls at the railway station to make it integrated for Bowerhill, Shaw and Whitley.

- To make a path from the railway station to Foundry Close (McDonalds) to bring the station within walking distance of Beanacre.
- New housing to the East of Melksham should have a bus service before people move in and purchase a second car etc.

The Clerk explained that all of these things were supported in detail in the Joint Melksham Neighbourhood Plan under the Sustainable Transport policy and therefore although this item was not on the agenda for the meeting, as they were suggestions that had been recently supported by the parish council in the Neighbourhood Plan 2 submission version (September 2024) was submitting a response from the parish council along those lines.

#### **419/24 Apologies:**

Apologies had been received from Councillor Glover, who was on holiday, and Councillor Shea Simonds, who had a personal matter to attend to and was unable to be physically present at the meeting. These reasons for absences were accepted. As detailed above, both of these councillors were present on Zoom to listen to discussions but were unable to vote on any items.

Standing Orders were suspended to allow a period of public participation.

#### **420/24 Public Participation:**

It was noted that there were two members of the public in the room and two members of the public on Zoom.

The two members of the public in the room were at the meeting attending on behalf of the Melksham Youth Rugby Club. It was explained that they had approached the parish council to suggest that a new footpath should be requested as part of the s106 agreements for new developments north of the rugby club to allow a link to the new footpath being built by Wiltshire Council for children to be able to safely walk to school. This was an agenda item for members to consider at this evening's meeting under item 8d.

The Community Engagement member from the Melksham Youth Rugby Club explained that the rugby club was looking at how they could better engage with the community and make the facility more accessible to encourage more children into the club. Part of this was looking at how the club can engage more with secondary-aged children. There are 500 homes being built to the north of the rugby club with an application for further housing south of Snarlton Farm. As it currently stands for children in these areas to get to Melksham Oak Community School, they will have to cross two main roads, etc., in order to access the new pathway which is being built by Wiltshire Council to access the school to the rear. The Rugby Club's suggestion is to include in the s106 agreement for these developments a pathway to be built around the edge of the rugby club and connect onto the existing pathway in the rugby club car park, which would then be a short walk from the car park to the new proposed pathway to the school. The rugby club would be looking for some money from developers to put some pathways around the club to make it more accessible

for people to walk around the area. This suggestion would provide a safe walking route to Melksham Oak Community School. It was explained that the rugby club just wanted to offer this as an option for when the council were in negotiations with developers in this area.

The Chairman of the Youth rugby club division explained that they are aware that there are problems around traffic issues in the area. They have offered for the rugby club to be a drop-off point for children to relieve the traffic congestion caused at school pick-up and drop-off times. He explained that the rugby club were open to any ideas on how they can help support the youth in the community regardless of whether they were part of the club or not. The Clerk explained that Wiltshire Councillor Sankey had contacted her, as he had seen this item on the agenda, and through that originally on plans there was a footpath from the clubhouse to the back of Melksham Oak School. It was thought that this plan was originally in place; however, this may have been superseded by the new plans in place for the footpath.

The council thanked the rugby club for their suggestion and would consider this further on at the meeting. The members from the rugby club left the meeting at 7.15pm. It was noted that all members on Zoom only wished to observe the meeting and did not wish to speak.

Councillor Pafford explained that Wiltshire Councillor Holder had a confidential update to provide members, and therefore the meeting would need to go into closed session, which members agreed to. The Clerk explained to those members of the public on Zoom that she would need to put them into the virtual waiting room whilst this update was given but would readmit them once the meeting went back into open session.

#### **421/24C Invited Guests:**

##### **a) Wiltshire Councillor Nick Holder (Bowerhill):**

The council went into closed session for the first item reported by Councillor Holder.

Wiltshire Councillor Holder wished to give members an update following some public comments/correspondence which had been made around the accident that had taken place on the A365 close to Bowerhill Lane last week.

**Blackmore Farm application:** It was noted that in the original planning application for this development, there was to be a roundabout onto the A3102; however, this was changed at the request of the Wiltshire Council Highways officer. The current plans now have a ghost island and right turn entry point instead, which the parish council has raised concerns about. Councillor Holder has spoken to the Director of Wiltshire Council Highways and Transport as Cabinet Member for Highways and requested that a roundabout is constructed rather than a ghost island. He was advised that there was a way to make an adjustment and had a meeting with her on Monday to receive an update.

The council reconvened.

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

Wiltshire Councillor Alford was unwell.

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

Wiltshire Councillor Seed had submitted a report prior to the meeting, which members noted.

**422/24 Declarations of Interests:**

It was noted that within the Finance Committee minutes of 10 February there were recommendations to award a number of organisations with a grant. Some members of the council declared a non-pecuniary interest as members of some of these organisations as follows:

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

Councillor Holt, as Chair and trustee of Berryfield Village Hall Trust

Councillor Wood, as trustee of the Berryfield Village Hall Trust

Councillor Harris, as Chair of Bowerhill Village Hall

Councillor Sullivan, as a member of Friends of Gifford Surgery Charity

**423/24 Dispensation Requests:**

None.

**424/24 Items to be Held in Closed Session:**

**Resolved:** Agenda items 8c, 9b and 10b to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d for the following reasons:

8c Negotiations with developer about s106 legal agreement contributions

9b Confidential notes regarding tenders

10b Lease negotiations

**425/24 Minutes of the Full Council Meeting held on 20<sup>th</sup> January 2025:**

The Clerk explained that Taylor Wimpey had advised that the outstanding play area remedial work had been done; however, this had not been confirmed by the parish

council solicitors. Officers will undertake a site visit and have a look to check that the work had been done prior to the play area transfer being signed by the council. Councillor Harris offered to check that the work had been done. The Clerk agreed to send the RoSPA report over to Councillor Harris detailing what work was required to be done.

The Clerk highlighted that under minute 390/24b resolution (page 9) there needed to be some additions so that it reads: 'Resolved: The recommendations contained in the Finance Committee minutes of 6th January 2025 were formally approved, **except:**

**Min 357/24 b Recommendation 2(CIL)**

**Min 358/24 b Recommendation (Solar Farm)**

**Min 359/24 b Recommendation 5 (Earmarked reserves as included CIL and Solar)**

**Min 360/24 Recommendation 1 (Budget admin costs)**

**Min 360/24 Recommendation 2 (Budget parish amenities cost)**

**Min 360/24 Recommendation 3 (Budget community support cost)**

**Min 361/24 c Recommendation (Precept amount)**

**All were considered and approved as part of min 390/24f (Budget) + g (precept) at this meeting.**

**Resolved:** The Minutes of the Full Council Meeting held on Monday 20<sup>th</sup> January 2025, were formally approved by the council with the addition as detailed above and for the Chair to sign them as a correct record.

#### **426/24 Planning:**

##### **a) Planning Committee Minutes of 4<sup>th</sup> February 2025:**

**Resolved:** The Minutes of the Planning Committee Meeting held on Monday 16<sup>th</sup> December 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendment:

Min. 401/24 (page 6): There was a 'to' missing on the seventh bullet point, it should therefore read: 'The Chairman of the "Stop the Bypass" group commented that Wiltshire Council had taken on housing targets that they didn't need **to** do and are allocating sites without infrastructure.'

Min. 406/24 (page 17): The first paragraph has 'now approved' twice and should read 'Members noted that the CEMP v7 (Construction & Environmental Management Plan) had now finally been approved.'

Councillor John Glover left the meeting he was attending via Zoom due to poor reception.

b) **Planning Committee recommendations of 4<sup>th</sup> February 2025:**

**Resolved:** The recommendations contained in the Planning Committee minutes of 4<sup>th</sup> February 2025, were formally approved.

c) **New footpath as part of S106 requests with new developments north of Melksham Rugby club:**

Members felt that following information given by representatives from the Melksham Youth Rugby Club under public participation, further information needed to be obtained on this request. It was felt that it wasn't just the youth side of the rugby club that would be affected by this but also the whole of the rugby club as well as the football club, so the council needs to be satisfied that all parties were happy with this before any decision is made.

d) **Update from National Grid on the Bramley to Melksham overhead line upgrade project:**

The Clerk explained that the council had received a number of applications in the parish for hedgerow removal before being informed of what the project was. It has now been confirmed that as part of National Grid's programme of upgrading overhead electricity lines across the UK, they are carrying out an essential refurbishment of the 82 km of existing high-voltage overhead electricity lines from Bramley to Melksham. Prior to this work, some initial preparation work will take place from mid-February to April 2025. During this time, they will carry out essential vegetation clearance works.

Members noted this update.

**427/24 Finance:**

a) **Minutes of the Finance Committee Meeting held on 10<sup>th</sup> February 2025:**

**Resolved:** The Minutes of the Finance Committee Meeting held on Monday 10<sup>th</sup> February 2025, were formally approved by the council and for the Chair to sign them as a correct record.

b) **Hot Water Boiler repair quotation:**

The Finance & Amenities Officer advised that no quotation had been received for this repair yet. It was noted that the engineer had attended the pavilion to look at the issue and had advised that the PCB board needed to be replaced in the water heater. The Finance & Amenities Officer had highlighted that back in September 2023, the parish council had replaced the PCB boards in both of the water heaters, so they have queried with the engineer whether there is an issue somewhere else in the heater which is causing the PCB board to fail. She was still waiting for a reply.

Members agreed that the officers should have delegated powers to arrange the repair once a quote has been received.

**Resolved:** The Clerk to have delegated powers to arrange for the required repair on the hot water heater once a quote had been received.

c) **Receipts & Payments reports for January 2025:**

Members noted the receipts and payment reports for January.

d) **Payment over £500 report for Quarter 3:**

It was noted that this was a report that members reviewed once per quarter. Members noted the report and that it would be uploaded to the parish council's website for transparency.

e) **Cheque signatories/online authority for February payments:**

**Resolved:** Councillor Shea- Simonds and Pafford to be signatories for the February payments.

f) **Bank Account and Fund Transfers:**

The Finance & Amenities Officer explained that £68,000 was required to be transferred from the CCLA Public Sector Fund account to the Unity Trust Bank Current account for February. Once the £68,000 had been transferred into the Unity Trust Bank account, £35,500 would need to be transferred from this account into Lloyds Bank to cover the grant cheques which will be awarded to organisations at the Annual Parish meeting on Monday 3rd March.

**Resolved 1:** To transfer £68,000 from the CCLA Public Sector Deposit fund account to the Unity Trust Bank Current account.

**Resolved 2:** To transfer once the funds had been transferred from the CCLA into Unity, £35,500 from the Unity Trust Bank Current account to the Lloyds Current account to cover the grant cheques.

g) **Chair's allowance:**

It was noted that the Chair, Councillor John Glover was not at the meeting, and so did not have to declare a pecuniary interest.

Members noted that they had to have regard for what Wiltshire Council do regarding their members allowances as the local Remuneration Panel. The last time the parish council reviewed this, Wiltshire Council was waiting for a report from the Independent Remuneration Panel which has not met for a number of years; however, a decision has just been made that this is not being issued until after the May elections. In other years the parish council has increased the allowance by the percentage of the staff's NJC (National Joint Council for Local Government Services) pay scale increase, but this was a flat rate figure rather than a percentage for the current year, so the staff

percentage increase was different depending on what scale point they were on. Officers have looked at this, and the average percentage increase of all staff is 4.39%, which would give an increase of £40.39. It was noted that the current allowance was £920, and this percentage increase would make the allowance for 2024/25 £960.39. Members agreed with the percentage increase.

**Resolved:** To increase the Chairs allowance by 4.39% which is an increase of £40.39 making the allowance £960.39 for 2024/25.

#### **428/24 Asset Management:**

a) **Request from youth organisation to store 9 aside goal posts nearer to the 9 aside pitches at the Bowerhill Sports Field:**

The Finance & Amenities Officer reported that she had received a request from FOF FC to store their 9 aside goal posts closer to the 9 aside pitches. The reason for this request was to reduce the risk of injury to their managers moving the posts as well as causing less damage to the ground when wheeling the posts around. It was noted that their goalposts are currently stored in a goalpost compound nearer to the pavilion building, so it is some distance away from the 9-a-side pitches. The Finance & Amenities Officer had discussed this with the current grass-cutting contractors, who had raised a few points that needed to be considered. In order for grass cutting to be undertaken, they would have to move the goalposts, which are heavy. There was also the question of safe storage of the posts, as the parish council were having difficulty with people breaking the locks and pulling the moveable 11 aside goalposts onto the field. These posts were for hirers only to use, who would be provided with all of the safety information when booking.

Members considered the request and felt that this should be tried on a trial basis until the end of the season and then reviewed again. It was felt that the contractors should be asked first whether they would be happy to trial this way forward.

**Resolved:** The council agree that this organisation can store their 9 aside goal posts near to the 9 aside pitches on a trial basis until the end of the season. This is on the proviso that the contractors are happy to trial this.

b) **Progress with Shaw Village Hall lease:**

The Clerk explained that the lease for the village hall expires in April of this year, so she had contacted the solicitors, Wellers Hedley, and had instructed them to undertake the work. They have advised that the cost to draw up the lease was £1,250 + VAT. Separately, when officers undertook a due diligence check on parish council land, it was discovered that the village hall and playing fields were not registered with the Land Registry as ownership predated the Registry service. The cost to undertake the registration will be £950 + VAT. Members noted this, as officers had already been instructed to organise the new lease and register the land previously.



#### **429/24 Staffing:**

##### **a) Latest update on recruitment of Parish Officer:**

The Clerk explained that the shortlisting panel has now met and has gone through each application received for the Parish Officer position. The candidates for interview have now been shortlisted and will be contacted in due course.

##### **b) Appoint interview panel and agree date of interviews:**

It was agreed that the panel should include the Clerk and two councillors. It was agreed that Councillor Baines, as Chair of Staffing, and Councillor Sullivan should also form the interview panel. Councillor Holt offered to be a substitute for the panel if required. It was agreed that the interview dates will either be Thursday 27th or Friday 28th March.

**Resolved:** The interview panel should consist of the Clerk, Councillor Sullivan and Councillor Baines.

#### **430/24 Partnership working:**

##### **a) Area Board Health and Wellbeing meeting:**

Councillor Pafford explained that he had attended the Health and Wellbeing meeting and found it interesting. He was impressed that the participants of the meeting were able to help each other and felt it was very useful. Age UK Wiltshire were currently talking to Trowbridge and Bradford on Avon about the community support project that was being undertaken in Melksham. Wiltshire Council are looking at whether there may be some core funding that they could provide in the future for projects like this if more areas were getting involved. The Clerk explained that at the meeting it was also discussed how a younger age group could be provided with support as per the request of the parish council when they reviewed the service at the end of last year. Wiltshire Council are happy to discuss and look at next year if the parish council wish to look at a pilot scheme, as there may be some central government funding that Wiltshire Council gets that could be used for this project.

##### **b) Melksham Community Support Quarter 3 report**

Members reviewed the report from Age UK on the Melksham Community Support project for Quarter 3, and the confidential Case Studies and were pleased with the work being undertaken.

##### **c) Melksham Town Council joint working**

###### **i. Age UK Wiltshire (AUKW):**

The Clerk explained that the parish council had included in their budget for the 2025/26 financial year to fund the Age UK project worker to fund half of the Melksham Community Support Service. A service level agreement needs to be drawn up for the 2025/26 financial year, and it was queried whether members wished to have a tri-agreement with the town council like the first year of the project or just a separate agreement. After a discussion, it was felt that as this was a joint project with the town council, there should be a tripartite agreement rather than both councils having a separate agreement with Age UK for the project.

**Resolved:** A tri party service level agreement should be drawn up for the Melksham Community Support project to include the town council.

**ii. Blue Pool:**

Councillor Pafford reported that the parish council had received some correspondence from Melksham Town Council with regard to the Blue Pool. It was noted that in the correspondence received by the town council, they were currently in negotiations with Wiltshire Council regarding the transfer of the Blue Pool land and have engaged architects to explore how the Town Hall, Assembly Hall, and Blue Pool could be integrated to best serve the needs of the town council and its services. Councillor Pafford reported that they have asked for the parish council's thoughts and insights into the Blue Pool project. The Clerk explained that she had listened to the recording of the town council meeting where this was being discussed, and they had mentioned that they would like the parish council to provide some funding towards the project. This discussion did not seem to align with the email correspondence received. It was noted that there didn't seem to be any business plan in place for the project.

Members discussed this correspondence and felt that more information needed to be received before the council can consider this further.

**Resolved:** The council request more information by the town council on this project, such as a business plan, before it can be considered further. The parish council also feel that this should be a question for the new council in place, post May elections.

**iii. Youth Advisory Board:**

Following the last Full Council meeting, the town council were invited to come to this meeting to speak on the project. Councillor Stokes had contacted the Clerk earlier in the day advising that she was unable to attend the meeting. The launch event was Saturday, 15th February, and officers of the town council had communicated to the Clerk that they wouldn't have the answers to the questions that the parish council posed until after the event.

It was felt that until the town council comes back with more information on the project, the council are unable to consider it any further.

**iv. Shared CIL (Community Infrastructure Levy) working party:**

Councillor Pafford reported that the town council has agreed to proceed with the joint CIL working party. The Clerk was waiting for the town council to suggest a date for the meeting.

**v. East of Melksham Community Centre:**

The Clerk advised that at the last Full Council meeting, the council agreed that if they could secure land for a bigger East of Melksham Community Centre, the town council should be approached to consider transferring the funding they had for their East of Melksham community centre to enable one large build project. As land had now been secured in the Blackmore Farm s106 agreement, she had contacted the town council. No response had been received to date.

**vi. Shurnhold Fields:**

No response had been received from the town council on Shurnhold Fields. The Clerk advised that the meeting with residents of Dunch Lane and the Friends of Shurnhold Fields on the flood prevention and the car park entrance and improvement project was scheduled for Monday, 10th March. The Clerk has chased this due to the fact that the public meeting with residents was in a few weeks' time and work was due to start on the project shortly.

**vii. Joint Emergency Plan**

The Clerk advised that she had arranged a meeting in early March to look at the emergency plan with the Deputy Town Clerk.

**431/24 Devolution Priority Programme (“Heart of Wessex”):**

Members noted the update from Wiltshire Council with regard to Wessex, which included Wiltshire, not being accepted onto the Government's Devolution Priority Programme.

**432/24 Lithium-ion Battery Campaign**

It was noted that the Government's Product Safety and Metrology (PRAM) Bill will be reaching the Commons later this month, and Electrical Safety First is campaigning for greater safety regarding lithium-ion batteries. The Lithium-ion Battery Campaign focuses on regulating online marketplaces and reducing the number of e-bike and e-scooter fires across the UK. It was noted that the BESS (Battery Energy Storage Systems) has been removed from the lithium-ion battery campaign; however, the campaign aims to strengthen legislation to address the scale of e-bike and e-scooter

battery safety issues. It was noted that at the 2nd reading of the Product Safety and Metrology (PRAM) Bill, all MPs have a chance to speak on the matter of safety regarding lithium-ion batteries. The Clerk queried with members whether they would like to request that Brian Mathew MP and Wiltshire Council support this campaign. Members agreed that they should be asked to support the campaign.

**Resolved:** The parish council ask both Brian Mathew MP and Wiltshire Council to support the Lithium-ion Battery Campaign.

20:47pm the rest of the meeting went into closed session.

#### **433/24 Planning (Part 2)**

##### **Update following s106 meetings with Gleesons and Wiltshire Council RE land at Blackmore Farm:**

The Clerk explained that Wiltshire Councillor Holder insisted that she was invited to the s106 meetings between Wiltshire Council and Gleesons regarding the land at Blackmore Farm planning application. She explained that she had now attended two of these meetings and had provided members with notes which were included as part of the agenda pack. The Clerk explained that while the parish council did not have an influence over these discussions, she is being asked for the council's input on a few things. The Clerk wished to make clear that she was not negotiating an amount of money for a community centre, as this was something the Wiltshire Council had to do. She had, however, agreed to send over to Wiltshire Council the cost of building Berryfield Village Hall and was looking at the cost of recently built village halls in the area. The cost to rebuild Bromham Community Centre was £1.5m, and they had sent through plans for the build. Interestingly, full planning permission has been applied for the community centre and car park and outline planning for a village shop, changing room and extension for the community centre. It was noted that the £1.5m was just for the build of the community centre.

An amount of CIL that the parish council will get from the housing developments to the East of Melksham had been worked out, which could be used towards the new community centre build cost. The Clerk had contested this and pointed out that not all developments could be guaranteed approval, as not all were in the draft Local Plan. CIL was also only worked out on the market-value houses, not on the affordable housing. She had also queried with Wiltshire Council whether there would be a lower rate of CIL paid on strategic allocations; however, the developer's solicitor thought that this was only for strategic allocations in the Core Strategy, not in the emerging Local Plan. It was noted that the solicitor from Wiltshire Council was not present at the meeting. The Wiltshire Council Planning Officers were unsure and have advised that they will have to refer to their legal department. The Clerk had also explained that the parish council could only use 15% of the CIL, as the other 10% went into the shared pot with the town council. The Clerk advised that if any figures with regard to the community centre were put forward, this would come back to the Full Council.

Members confirmed that they were happy with the Clerk to continue with this approach.

#### 434/24 Finance (Part 2):

##### a) Finance Committee recommendations of 10<sup>th</sup> February 2025:

It was noted that this agenda item was only discussed in closed session due to some recommendations relating to confidential agenda items, and although the recommendation was in the public domain, some discussion may veer into a confidential nature.

Councillor Harris noted under min. 414/24c of the minutes that the grant award was only granted to the Bowerhill Baby & Toddler group if the Bowerhill Village Hall Trust confirmed that they were able to store the equipment as detailed in the application. Councillor Harris confirmed as Chair of the Trust that these items will be able to be stored due to them being collapsable.

Min. 416/24b It was noted that at the Finance Committee meeting, members were shown correspondence from the current legionella contractor querying whether the council wished to amalgamate the contract into one cost so that the council paid twelve equal monthly payments per annum. This would also include the cost for the annual water tank chlorination and testing of the TMVs (thermostatic mixer valves). Members felt that as both of these things were done annually, these should be paid for at the time following the work being undertaken rather than spreading the cost throughout the year. It was noted that the cost for the monthly visits is equal payments over the year. Subsequently, the contractor has come back with a three-year service maintenance contract for twelve visits per annum as well as taking the necessary water samples. The Clerk advised that at the time of the Finance meeting officers were not aware that the contractor was going to come back with a contract proposal. The three-year contract proposal is as follows:

Per annum

12 total visits

2 x Legionella Samples

3 x Microbiological Samples

**Total £1,680 + VAT per annum or £140 + VAT per month**

**Total contract cost (from March 2025 to February 2028) £5,040 + VAT**

Costs to include annual documented review meetings, logbook provision, all relevant water hygiene documentation, method statements, site consultancy, and full certification.

Any additional costs, such as the annual tank chlorination and testing of the TMVs, are to be charged and invoiced separately.

Members discussed this contract proposal; it was noted that the monthly cost has increased slightly from the current cost of £125 + VAT per month; however, the

contractor has advised that this is due to an increase in costs such as fuel and lab testing of the water samples. The contractor has also advised that if the three-year contract is agreed to, the costs of this service will be frozen for the next three years. Members considered the contract and, after a discussion, agreed to proceed on this basis.

**Resolved 1:** The recommendations contained in the Finance Committee minutes of 10<sup>th</sup> February 2025, were formally approved.

**Resolved 2:** The council approve the three-year fixed service maintenance contract proposal by Aquasafe Environmental for the Bowerhill Sports Fields Pavillion at a cost of £1,680 + VAT per annum. This contract to start from March 2025- February 2028.

**b) Confidential Notes of the Finance Committee held on 10th February 2025:**

Councillor Richardson queried one of the statements in the confidential notes relating to the fact that the council had the option to extend the contract by two further years after the initial term, which would have to be renegotiated. He was of the understanding that as contractors were asked to provide a three-year and five-year cost, if the council did wish to extend for a further two years, the costs as detailed in the five-year price would come into effect so that the council did not need to renegotiate at that point. The Clerk advised that the first three years of the five-year contract worked out higher than the three-year contract, which was why the Finance Committee had recommended that the council should go with the three-year contract with the option to renegotiate a further two years at the end of the initial term. The Finance & Amenities Officer advised that there was some difficult wording within the contract documentation which detailed an option to extend at the end of the three-year term, which would make the contract five years, but there was also an option to extend for a further two years after the five-year term, making the contract seven years. This is why the Finance Committee had interpreted that the council would have to renegotiate if they wished to extend the contract after the initial term, as the contractors were not asked to provide a seven-year price. The Clerk advised that there was a clause within the documentation which stated that if the council wished to extend the term for a further two years, they would inform the contractor in writing six months prior to the end of the initial term. It was not known whether this also detailed that the two-year cost would be negotiated. The Finance & Amenities Officer did not believe that the word negotiated had been included in the documentation, and it was the understanding of the Finance Committee that if the council opted to extend the contract at the end of the initial three-year term, the council would need to negotiate the price for the extension for the reason detailed above.

Members agreed that as there seemed to be some confusion with regard to the terms of a two-year contract extension after the initial contract term, the council should go back to the awarding contractor to clarify their understanding. To save any misunderstanding further down the line, the council could go back to the awarding tenderer and clarify whether the interpretation that the costing provided within the five-year price per year could be used for the two-year extension, if the

council wished to extend the contract. If the contractor comes back to say that it's their understanding that the price would need to be negotiated at the end of the initial term at least, both parties clearly understand their position at that point.

**Resolved 1:** The confidential notes of the Finance Committee Meeting held on Monday 10<sup>th</sup> February 2025, were formally approved by the council and for the Chair to sign them as a correct record.

**Resolved 2:** The council go back to the awarding contractor and ask them to clarify whether the annual costings detailed under the five-year price could be used for a two-year contract extension or whether they expected this to be negotiated at the end of the initial three-year contract term.

**c) Grass cutting tender:**

**i. Contract amount following any additions or exclusions from the specification:**

The Clerk explained that although the Finance Committee had looked at the tender evaluation, etc., and had made a contractor recommendation which has just been approved by the council, the contract amount needs to be agreed. Members were reminded that the grass cutting for Shaw Play Area had been missed out of the tender documentation, and it had previously been agreed that this would be added on once the contractor had been chosen. Following the recommendation of the Finance Committee, officers went back to JH Jones & Sons to ask them to provide a cost for this service. JH Jones confirmed that the additional cost to the contract for the Shaw Play Area grass cutting would be £1,980 + VAT. This addition makes the three-year contract cost £123,089.25 + VAT. For clarity, this means that the contract will be:

£41,029.75 + VAT per annum  
£ 3,419.15 + VAT per month

**Resolved:** The parish council approve the three-year parish grass cutting and bin emptying contract at a total value of £123,089.25 + VAT.

**ii. Budget in place for contract and any additional amount that needs to be used from CIL/ Solar Funding:**

The Clerk explained that for the 2025/26 financial year, the council had budgeted £37,475 for the grass cutting and bin emptying contract. As detailed under the above item, the annual cost of the contract is £41,029.75 + VAT, meaning that the council was £3,554.75 + VAT over budget for the year. The council had previously looked at where the overspend could come from, but until the contract figure was known, this was unable to be confirmed. The Clerk advised that under the play area section of the budget, there was £6,250 which was going to come from the precept to fund part of the Beanacre wooden equipment project. She

suggested to members that the council could take more from solar farm funding for this project, allowing the precept to be used to cover the overspend on the contract. For clarity, of the £6,250 budgeted from the play area heading for the Beancre wooden equipment replacement, £3,500 will now come from the solar farm funding. This will then leave £3,500 available from the precept to cover the uplift on the grass cutting and bin emptying contract.

**Resolved:** The parish council to take £3,500 budgeted to come from the precept under the play area heading from solar farm funding, leaving this amount available from the precept to cover the grass cutting and bin emptying contract uplift for the 2025/26 financial year.

#### **435/24 Asset (Part 2):**

##### **Quotation for safety surfacing cleaning of play areas and MUGA's:**

Members were reminded that at the last Asset Management Committee meeting it was agreed that the play area and MUGA (Multi Use Games Area) should be cleaned prior to the Easter school holidays. Officers have therefore obtained some quotations so that the contractor can be instructed in time for them to schedule the work before the school holidays. It was noted that three contractors were contacted to provide a quotation for this maintenance; however, only two have provided a quotation. The quotations received were as follows:

Quote A	£4,025 + VAT
Quote B	£7,895 + VAT

Members noted the large difference in price provided between the two contractors and queried whether both had understood the requirements. The Clerk explained that both contractors had undertaken work for the parish council before and knew the requirements for this service. Members were satisfied that both contractors were quoting for "like for like"; therefore, they agreed that due to price, quotation A should be approved.

It was noted that the expenditure for this will come from solar farm funding.

**Resolved:** The parish council approve quotation A, JH Jones & Sons at a cost of £4,025 + VAT to undertake the spring play area and MUGA safety surfacing clean.

Meeting closed at 9.31 pm

Chairman, 24<sup>th</sup> March 2025



Receipts for Month 10			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,172.00					6,172.00	
V4321-BACS	Banked: 06/01/2025	40.00						
V4321-BACS	Allotment Holder	40.00			1310	310	40.00	Plot 9a Berryfield rent
V4322-BACS	Banked: 08/01/2025	323.00						
V4322-BACS	Future of Football	323.00			1210	210	323.00	Inv.478-Blanket bookings
V4323-BACS	Banked: 13/01/2025	12,999.15						
V4323-BACS	HM Revenue & Customs	12,999.15			105		12,999.15	VAT Return QTR3-OCT-DEC 24
V4324-BACS	Banked: 20/01/2025	69.00						
V4324-BACS	Staverton Rangers	69.00			1210	210	69.00	Inv.475-18th Jan pitch hire
V4325-BACS	Banked: 20/01/2025	69.00						
V4325-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.477- 19th Jan Match
V4326-REFU	Banked: 29/01/2025	64.00						
V4326-REFU	Shaw Village Hall	64.00			4200	120	64.00	Refund for annual parish meeti
<b>Total Receipts for Month</b>		13,564.15	0.00	0.00			13,564.15	
<b>Cashbook Totals</b>		19,736.15	0.00	0.00			19,736.15	

Date: 03/02/2025

Melksham without Parish Council Current Year

Page: 232

Time: 14:14

Cashbook 1

User: MR

Current Account &amp; Instant Acc

For Month No: 10

Payments for Month 10		Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2025	Water2Business	V4316-DD	51.01			4322	220	51.01	Inv.791-Berryfield allotment c
02/01/2025	Water2Business	V4317-DD	61.65			4322	220	61.65	Inv.119-Briansfield allotment
15/01/2025	Daisy (Onebill)	V4318-DD	51.85		8.64	4190	120	43.21	Inv.739-Office line & wifi
15/01/2025	Daisy (Onebill)	V4319-DD	60.11		10.02	4384	220	50.09	Inv.274- pavilion line & wifi
15/01/2025	Lamplight	V4320-DD	57.00		9.50	4686	170	47.50	Inv.852-MCS database
28/01/2025	Unity Bank	V4327-6195	13,000.00				220	13,000.00	Transfer to Unity Trust Bank
<b>Total Payments for Month</b>			13,281.62	0.00	28.16			13,253.46	
<b>Balance Carried Fwd</b>			6,454.53						
<b>Cashbook Totals</b>			19,736.15	0.00	28.16			19,707.99	

Receipts for Month 10			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		18,195.59					18,195.59	
V4315	Banked: 03/01/2025	2,351.92						
V4315	CCLA Investment Management	2,351.92			1080	110	2,351.92	Interest
	Banked: 22/01/2025	8,000.00						
V4311	Instant Access Unity 20476339	8,000.00			230		8,000.00	Cashbook transfer
	Banked: 28/01/2025	13,000.00						
V4327-6195	Current Account & Instant Acc	13,000.00			200		13,000.00	Transfer to Unity Trust Bank
<b>Total Receipts for Month</b>		23,351.92	0.00	0.00			23,351.92	
<b>Cashbook Totals</b>		<u>41,547.51</u>	<u>0.00</u>	<u>0.00</u>			<u>41,547.51</u>	

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2025	Grist Environmental	V4312-DD	80.64		13.44	4770	220	67.20	Inv.700-Pavilion waste away
16/01/2025	Lloyds Bank PLC	V4310-DD	292.72		28.29	4230	120	4.00	Tender & Job advertising Faceb
						4230	120	8.00	Tender & Job advertising Faceb
						4230	120	15.00	Tender & Job advertising Faceb
						4230	120	20.00	Tender & Job advertising Faceb
						4230	120	20.00	Tender & Job advertising Faceb
						4230	120	20.00	Tender & Job advertising Faceb
						4230	120	20.00	Tender & Job advertising Faceb
						4175	120	24.97	Adobe subscription
						4175	120	61.09	Office 365 subscription
						4190	120	36.90	Office phone charges
						4175	120	5.50	Website hosting
						4200	120	12.99	Online meeting subscription
						4230	120	12.98	Tender & Job advertising Faceb
						4140	120	3.00	Monthly Fee
17/01/2025	EDF Energy	V4313-DD	113.20		5.39	4302	220	107.81	Inv.03-Pavilion electricity
24/01/2025	Agilico	V4288-BACS	92.21		15.37	4130	120	76.84	Inv.484-Office photocopying
24/01/2025	Avon IT Systems	V4289-BACS	210.00		35.00	4180	120	175.00	Inv.1873-IT Support during 24
24/01/2025	Wiltshire Age UK	V4290-BACS	3,000.00			4685	170	3,000.00	Inv.12191- MCS Q4 Jan-March
24/01/2025	Aquasafe Environmental Ltd	V4291-BACS	150.00		25.00	4212	220	125.00	Inv.203-Dec 24 PPM visit Pavil
24/01/2025	Aquasafe Environmental Ltd	V4292-BACS	150.00		25.00	4212	220	125.00	Inv.103-Jan 25 PPM Visit
24/01/2025	IAC Audit & Consultancy Ltd	V4293-BACS	474.00		79.00	4100	120	395.00	Internal Audit 24-25 1 of 2
24/01/2025	Jens Cleaning	V4294-BACS	205.94			4381	220	205.94	Inv.1085- Pavilion cleaning
24/01/2025	JH Jones & Sons	V4295-BACS	2,376.56		396.09	4402	320	69.47	Inv.4756- Allotment grass cutt
						4400	142	477.98	Inv.4756- Play Area grass cutt
						4780	142	187.84	Inv.4756- Play Area bin emptyi
						4781	220	91.92	Inv.4756- JSF Bin emptying
						4401	220	856.84	Inv.4756- JSF Pitch Maintenanc
						4409	142	188.65	Inv.4756- Homchurch Grass
						4405	220	49.44	Inv.4756- JSF Hedge
						4820	142	37.50	Inv.4756- Shumhold

Continued on Page 243

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									grass
						347	0	-37.50	Inv.4756- Shumhold grass
						6000	142	37.50	Inv.4756- Shumhold grass
						4402	320	20.83	Inv.4756- BSF Hedge cut
24/01/2025	JH Jones & Sons	V4298-BACS	2,407.20		401.20	4740	220	765.00	4769-Pitch groom all pitches
						355	0	-765.00	4769-Pitch groom all pitches
						6000	220	765.00	4769-Pitch groom all pitches
						4740	220	1,241.00	4769-Youth pitches fertilising
						355	0	-1,241.00	4769-Youth pitches fertilising
						6000	220	1,241.00	4769-Youth pitches fertilising
24/01/2025	Melksham Town Council	V4297-BACS	342.00			4680	170	342.00	Inv.112-NHP-Place 007 30% shar
24/01/2025	Melksham Town Council	V4298-BACS	983.25			4680	170	983.25	Inv.113-NHP Place 011 30% shar
24/01/2025	Melksham Town Council	V4299-BACS	769.50			4680	170	769.50	Inv.114-Place 015 30% share
24/01/2025	UK Energy Services	V4300-BACS	576.60		96.10	4721	220	480.50	Inv.836-Replacement fan CR1
24/01/2025	Wiltshire Publication	V4301-BACS	1,000.80		166.80	4240	120	834.00	Inv.139-Full page newsletter
24/01/2025	JH Jones & Sons	V4302-BACS	144.00		24.00	4590	142	120.00	Inv.4797-Falcon Way bench remo
24/01/2025	HM Revenue & Customs	V4303-BACS	2,057.41			4041	130	695.11	Period 10- January 2025
						4000	130	500.40	Period 10- January 2025-T
						4000	130	220.95	Period 10- January 2025-NI
						4010	130	259.80	Period 10- January 2025-T
						4010	130	115.55	Period 10- January 2025-NI
						4010	130	19.00	Period 10- January 2025
						4460	142	201.80	Period 10- January 2025-T
						4800	320	14.40	Period 10- January 2025-T
						4070	120	30.40	Period 10- January 2025
24/01/2025	Wiltshire Pension Fund	V4304-BACS	1,645.16			4045	130	1,241.53	Period 10 January 2025
						4000	130	259.07	Period 10 January 2025
						4010	130	144.56	Period 10 January 2025
24/01/2025	John Glover	V4309-BACS	45.60			4070	120	45.60	January 202 Chairs allowance
28/01/2025	Teresa Strange	V4305-BACS	██████		1.76	4000	130	██████	January 2025 Salary
						4155	120	12.00	Council tea and coffee

Continued on Page 244



Date: 03/02/2025

Melksham without Parish Council Current Year

Page: 137

Time: 14:15

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 10

Receipts for Month 10		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>
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 10			Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	



Date: 03/02/2025

Melksham without Parish Council Current Year

Page: 43

Time: 14:15

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 10

Receipts for Month 10			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 :	21,823.13					21,823.13	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>21,823.13</u>	<u>0.00</u>	<u>0.00</u>			<u>21,823.13</u>	

Date: 03/02/2025

Melksham without Parish Council Current Year

Page: 44

Time: 14:15

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 10

Payments for Month 10			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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/01/2025	Unity Bank	V4311	8,000.00			220	8,000.00	Cashbook transfer
<b>Total Payments for Month</b>			8,000.00	0.00	0.00		8,000.00	
<b>Balance Carried Fwd</b>			13,823.13					
<b>Cashbook Totals</b>			21,823.13	0.00	0.00		21,823.13	

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Receipts for Month 10			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 :		577,000.00					577,000.00	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>577,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>577,000.00</u>	

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Payments for Month 10		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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00					
	<b>Total Payments for Month</b>		0.00	0.00	0.00		0.00	
	<b>Balance Carried Fwd</b>		577,000.00					
	<b>Cashbook Totals</b>		577,000.00	0.00	0.00		577,000.00	