

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 27th July 2026 at**

**Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES at 7:00pm**

Present: John Glover (Chair of Council), David Pafford (Vice Chair), John Doel, Alan Baines, Chris Griffiths, Tony Hemmings, Mark Harris, Mark Blackham, Anne Sullivan, Martin Haffenden, Peter Richardson and Richard Wood.

Officers: Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

In attendance: Wiltshire Councillors Nick Holder and Phil Alford. One member of the public.

On Zoom: None

150/26 Welcome, Housekeeping & Announcements

Councillor Glover welcomed everyone to the meeting.

As there were no new members of the public or businesses present, the usual housekeeping announcements were not repeated. 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.

151/26 To receive Apologies and approval of reasons given

Apologies were received from Councillor Martin Franks (family commitment)

Resolved: To accept the apology and reason given.

152/26 To consider holding items in Closed Session due to confidential nature

Under the Public Bodies (Admission to Meetings) Act 1960, the Council considered whether any items should be held in confidential session.

The Clerk advised that detailed consideration of the commercially sensitive Beanacre Play Area quotation specification (Agenda Item 10d) and the staffing matters (agenda item 11) would require the exclusion of the public and press.

Resolved: To exclude the press and public from the meeting for consideration of Agenda Item 10d (Beanacre Play Area quotation specification), on the grounds that publicity would be prejudicial to the public interest due to the commercially sensitive nature of the information and the ongoing procurement process; and Agenda Item 11 (Staffing), due to the confidential and personal nature of the staffing matters to be considered.

153/26 Declarations of Interest

a) Declarations of Interest

The Clerk declared an interest in Agenda Item 10b (Asset Committee recommendations) as a family member was included on the proposed list of approved contractors and suppliers.

b) To consider any Dispensation Requests received by the Clerk

None were received.

154/26 Public Participation

Standing Orders were suspended to allow invited Wiltshire Councillors to address the Council and answer questions.

Wiltshire Councillor Nick Holder

Household Recycling Centres

Wiltshire Councillor Holder reported that Wiltshire Council intended to introduce an advance-booking system at some of its household recycling centres, including Bowerhill, in September. Bookings would be made online in half-hour slots through a Wiltshire Council account, with some same-day availability retained.

He explained that there had been significant public concern about both the proposal and the way it had been communicated. He had raised objections with the Cabinet Member for Waste and had also discussed the likely effect on the Bowerhill facility with the local Member of Parliament. Although two recycling centres previously expected to close had received a two-year reprieve and a possible replacement site had been identified near Royal Wootton Bassett, Wiltshire Council intended to proceed with the booking system.

Real Time Passenger Information

Wiltshire Councillor Holder drew attention to an announcement that Real Time Passenger Information (RTI) displays were to be installed at the main Market Place bus stops in Devizes. He expressed concern that, despite the Parish Council and Clerk having pursued RTI for Melksham for many years, Devizes appeared to have been prioritised while the position for Melksham remained unresolved.

Members shared this disappointment and questioned how Wiltshire Council could proceed with new displays in Devizes while advising the Parish Council that it could not guarantee the continued operation of parish-funded displays beyond the expiry of the current support contract in January 2028.

The Clerk explained that the Parish Council had been attempting to secure RTI for approximately ten years and was prepared to contribute c£55,000 towards its provision. However, after waiting several years for the opportunity to proceed, the remaining period of guaranteed support had reduced to approximately one year. It would therefore not be reasonable for the Parish Council to commit £55,000 without assurance that the displays would continue to be supported. The council had previously asked their Wiltshire Councillors to raise the matter with the relevant Cabinet Member.

National Planning Scheme of Delegation

Wiltshire Councillor Holder updated Members on the proposed national planning scheme of delegation. He reported that the matter had been debated at the recent Wiltshire Council meeting and that there had been broad concern across the Council about the proposals. Wiltshire Council did not support the proposed changes, and its Leader had written to the Secretary of State seeking reconsideration. Support would also be sought from other local authorities through the Local Government Association, with the aim of securing a pause in implementation and further consultation with planning authorities.

The Clerk reiterated her related concern about parish and town councils' limited opportunity to see proposed Section 106 agreements before they were completed, as until now, they could be seen in the Officer Report published as

part of the Committee agenda papers, with most applications being Officer determined in the future. She explained that such agreements were being published for only a very short period outside of that process. In the case of the “Upside” application, the relevant document had been available for only three days during a planning process lasting approximately four years. This made it extremely difficult for parish and town councils to identify and comment on provisions affecting community centres, allotments, play areas or land that they might subsequently be expected to take on. The Clerk had raised this with Wiltshire Council planning officers and asked what arrangements would be introduced to ensure parish and town councils had a meaningful opportunity to see and comment on relevant Section 106 provisions, particularly if fewer applications were considered by committee.

Councillor Holder advised that local Wiltshire Councillors were entitled to be informed about the contents of a Section 106 agreement, although they might not be permitted to circulate the document itself. He considered that the proposed scheme would require a redefinition of the working relationship between Wiltshire Council planning officers, local Wiltshire Councillors and parish and town councils. This would be necessary to ensure that local information and representations were communicated effectively within the substantially shorter timescales likely to be available

Wiltshire Councillor Phil Alford

Wiltshire Councillor Alford referred to a governance motion raised at the recent Wiltshire Council meeting concerning potential conflicts of interest of the Leader of the Council/Cabinet Member for Strategic Planning. The motion was not debated because the proposal to suspend Standing Orders did not receive the required support.

Standing Orders were reinstated.

155/26 Full Council

a) Minutes of the Full Council meeting held on 29th June 2026

Members identified an incomplete sentence within the Planning section concerning the revised Section 106 requests. It was agreed that the sentence should confirm that the Clerk had submitted the Section 106 requests for the village hall because the Planning Officer had required the revised proposals within a very short timescale.

Resolved: To approve the Minutes of the Full Council meeting held on 29th June 2026 as a correct record, subject to completion of the sentence relating to submission of the revised Section 106 requests for the village hall, and for the Chair to sign them.

b) Real Time Passenger Information (RTI)

Members considered Wiltshire Council's responses to the questions raised at the previous meeting. The responses confirmed that the current RTI contract ran only until January 2028 and that support for third-party-funded units beyond that date would depend on future funding and contractual arrangements.

Members remained concerned that the Parish Council had pursued the project for a number of years and were to invest around £55,000 in equipment which could take several months to install, without assurance that the supporting service would continue for a reasonable period. The proposed provision in Devizes

suggested that Wiltshire Council either expected RTI to continue or was prepared to accept the same uncertainty elsewhere.

The possibility of obtaining live bus information directly from operators or data providers and displaying it through parish QR codes remained under investigation. It was noted that Wiltshire Council had raised concerns about branding, public confidence and fraudulent QR codes.

Resolved: For the Clerk to write again to Wiltshire Council asking how RTI provision in Devizes could proceed when the same contractual uncertainty had prevented Melksham Without Parish Council from making a prudent investment and seeking clarity on Wiltshire Council's plans for RTI when the current contract ends.

Wiltshire Councillors Holder and Alford left the meeting.

156/26 Planning

a) Minutes of the Planning Committee meeting held on 13th July 2026

Resolved: To approve the Minutes of the Planning Committee meeting held on 13th July 2026 as a correct record.

b) Planning Committee recommendations

There were no recommendations from the Planning Committee meeting held on 13th July 2026.

The Parish Council considered Wiltshire Council's response regarding Westlands Lane and noted the distinction between extraordinary traffic under Section 59 of the Highways Act and works undertaken under the New Roads and Street Works Act. However, Members considered that the main questions about the road's condition and future maintenance remained unanswered. Contractors had reportedly described the road as "dead", suggesting that it might already be at or beyond the end of its serviceable life. Members recognised that its condition was likely to result from both its age and the cumulative effects of cable works, construction traffic, verge overrun and several major infrastructure projects.

Members sought clarification on whether Wiltshire Council intended to resurface or reconstruct the road, the extent and timescale of any work and how it would be funded. Although the road might already have been approaching the end of its useful life, Members did not consider that deterioration accelerated by major infrastructure works should automatically be met from the ordinary highway maintenance budget without first assessing whether contributions could be recovered from the contractors or project promoters involved.

Concern was also expressed about further damage when used as an informal diversion route during the Corsham Road road closure scheduled from 30th July to 6th September. Members requested confirmation that Aureos' video survey would be used to compare the condition of Westlands Lane before, during and after the closure, together with details of how any further deterioration would be assessed and addressed.

Resolved: To write to Wiltshire Council seeking an urgent and substantive response to the questions raised regarding the present condition, future maintenance, monitoring and funding of works to Westlands Lane, including the potential recovery of costs from the contractors or project promoters involved.

c) Planning Committee meeting scheduled for 3rd August 2026

The Clerk explained that only a Tree Preservation Order and amended plans for the Beanacre Cricket Pavilion were currently outstanding, and no new applications had appeared on the latest weekly list. Members considered that these matters could be dealt with by email during the August recess, with a meeting called if a significant application or amendment was received.

Resolved: To cancel the Planning Committee meeting scheduled for 3rd August 2026.

d) Delegated authority during the August recess

Resolved: To delegate authority to the Clerk to submit comments on Tree Preservation Orders, small planning applications and amended plans following consideration by Planning Committee members by email during the August recess. A committee meeting would be called for any new large application or significant change to an ongoing application.

157/26 Finance

a) Receipts and Payments

The Receipts and Payments reports for June 2026 were noted.

b) Quarter 1 reports

The Budget versus Actual report and bank reconciliations for Quarter 1 (April to June 2026) were noted.

Members also noted that a VAT reclaim of £3,967.06 had been submitted.

c) August payments

Resolved: That Councillors John Doel and Anne Sullivan be the cheque signatories/online authority for the August payment run

d) Bank account and fund transfers

The Clerk reported that £30,000 had been transferred from the CCLA account to the Unity Trust current account under delegated authority to fund the July payment run.

Resolved: To transfer £19,000 from the Lloyds account to the Unity Trust account.

158/26 Asset Management

a) Minutes of the Asset Management Committee meeting held on 6th July 2026

Resolved: To approve the Minutes of the Asset Management Committee meeting held on 6th July 2026 as a correct record with the correction of a typo.

b) Asset Management Committee recommendations

Members considered the recommendations individually.

Resolved 1: To approve the recommendations contained in the Asset Management Committee minutes of 6th July 2026, except those listed below where discussion resulted in an amendment.

Min 092/26a Replacement Laptops

Resolved 2: To make provision in the 2027/28 budget for replacement of the officer laptops; and, in the meantime, to arrange for two councillor laptops to be inspected and to authorise the purchase of up to four replacement councillor laptops if they could not be repaired.

Min 092/26b Replacement Bench

Resolved 3: To replace the bench between Cheshire Close and Lincoln Grove in its existing orientation, subject to the necessary liaison with Wiltshire Council as landowner.

Min 094/26h Replacement Goal Post Parts

Resolved 4: To approve the quotation of £197.90 plus VAT from Live4Soccer for the required goalpost parts, with Officers to check whether it is economical to order suitable spare fixings at the same time.

Min 099/26 Public Access Bleed Kits

Resolved 5: To purchase and install community bleed-control kits at each Parish Council location with a publicly accessible defibrillator, using Community Infrastructure Levy funding.

No additional locations will be pursued at this stage.

c) Confidential notes

Resolved: To approve the confidential supporting notes accompanying the Asset Management Committee Minutes of 6th July 2026.

d) Beanacre Play Area quotation specification

This item was considered in closed session at the end of the meeting.

Members considered the specialist's draft quotation package and clarification responses. It was noted that the in-ground trampoline was not recommended in the proposed entrance location, while the specification retained options for replacement climbing and swing equipment in Robinia hardwood or dark-green metal. The specialist had advised that the evaluation period should be extended to allow suppliers sufficient time and to complete a weighted assessment.

Resolved: To approve the Beanacre Play Area quotation specification package, subject to wording being added to make clear that the stated budget was a maximum and that value for money was expected, and to proceed on the extended timetable recommended by the specialist.

e) Additional meeting-room microphone

Resolved: To delegate authority to the Clerk working with relevant experts to purchase and set up suitable additional meeting-room audio equipment up to a maximum cost of £500.

The Member of the Public left the meeting

f) Shaw Play Area weed treatment

Members noted that the contractor groundsmen had raised concerns that jet-washing weeds growing through the bonded mulch could damage the safety surfacing.

In light of this, Members were asked to consider the use of a targeted glyphosate treatment where necessary. The Parish Council's established principle was that,

where glyphosate was used in a play area, the area would be closed for 24 hours following application as an additional precaution.

Resolved: To approve the principle of regular spot weed treatment at Shaw Play Area when required.

g) Tree works

Members considered the two quotations which had been received. Both quotations were similar in value, but the preferred quotation covered the full schedule. Before work was instructed, Officers would remove any item which was not the Parish Council's responsibility. No high priority or urgent works had been identified; the medium and low-priority works could be undertaken after the bird-nesting season and funded from the Solar Farm funding budget allocation.

Resolved: To accept Quote A from Acer Tree Surgeons at a cost of £4,297.50+VAT for the medium and low-priority tree works, subject to Officers confirming ownership and removing any work for which the Parish Council is not responsible.

h) Pro-rata allotment fees

Resolved: To introduce a pro-rata charge for new allotment tenancies commencing in the last quarter of the allotment year (between 1st July and 30th September), calculated by the whole calendar months remaining in the allotment year.

i) Smaller and starter allotment plots

Resolved: To create smaller or starter plots gradually where suitable existing plots became vacant, and to seek a range of plot sizes, including starter plots, within future allotment provision.

j) Wiltshire Council Social Value projects

The Clerk explained that Wiltshire Council's Social Value arrangements allowed community projects to be put forward for possible support through its contractors. Following discussions arising from the proposed central depot and potential 3G pitch, she had prepared requests for the enlargement of the car park at Bowerhill Sports Field; and for an enlarged car park at Shaw Village Hall to facilitate the proposed "Park and Stride" scheme for Shaw Primary School.

Members supported both proposals. They noted that the Bowerhill Sports Field car park was insufficient for the current level of football activity, resulting in overspill parking on surrounding industrial roads and difficulties for neighbouring businesses. It was agreed that the request should emphasise the extent of existing football use and the potential for improved parking to support the proposed 3G pitch and associated Football Foundation investment.

Members also supported improvements to the Shaw Village Hall car park and its potential use as a park-and-stride facility for Shaw Primary School. However, concerns were raised about identifying a specific walking route before discussions had taken place with the relevant landowner. Alternative routes would therefore need to be explored.

Resolved: To submit Social Value requests for improvements to the car parks at Bowerhill Sports Field and Shaw Village Hall, with the Bowerhill request strengthened to reflect its importance to football provision and the Shaw request amended so that it did not commit the Council to a particular walking route.

159/26 Highways and Road Safety

a) Wiltshire and Swindon Road Safety Seminar - 17th July 2026

Members received feedback from the Wiltshire and Swindon Road Safety Seminar which had been attended by Councillor Richardson and the Parish Officer. The event had been well attended, with approximately 70–80 attendees, mainly parish and town councillors. A substantial amount of information had been presented on the work of the Wiltshire and Swindon Road Safety Partnership, enforcement activity, collision data, the new Speed Limit Policy and partnership working with local councils.

It was noted that the Police and Crime Commissioner had reported that road-safety enforcement sanctions had increased significantly, from approximately 1,300 in 2022 to 17,000 in the previous year (2025).

Members heard that, although speeding ranked ninth among the recorded primary causes of collisions, speed could significantly affect the severity of an incident. Information was also available from anonymised connected-vehicle data, covering approximately 20% of vehicles, which could identify patterns in speed, braking, acceleration and sideways movement and potentially assist in identifying near-miss locations.

A case study from Bishops Cannings demonstrated the benefits of neighbouring parish councils working together on road-safety concerns.

However, attendees remained concerned that Wiltshire Council's approach relied heavily on recorded personal-injury collisions and established collision hotspots. They considered that greater use should be made of local knowledge and information about near misses to identify emerging risks before a serious collision occurred.

Attendees found the seminar informative but were disappointed that the question-and-answer session had been too short and that some questions had not been answered directly. The Parish Officer had therefore submitted the outstanding questions to the speakers in writing. Overall, the seminar was welcomed as a useful first step towards closer collaboration between the Road Safety Partnership and parish and town councils.

b) Highways, Footpaths and Streetscene Committee

Members noted that the next Committee meeting would be held on Monday 10th August 2026.

160/26 Wiltshire Council New Central Depot in Melksham

a) Notes of meeting held on 14th July 2026

Members reviewed the notes and reiterated the importance of directing depot traffic, particularly HGVs, to Portal Road and away from Pathfinder Way, given the proposed primary-school site and the existing nursery close to the depot access.

Members were disappointed that solar canopies and battery storage were not included over the extensive staff car park. It was considered more economical and sustainable to incorporate such infrastructure during construction than retrofit it later.

Resolved: To approve the notes of the meeting with Wiltshire Council held on 14th July 2026 as a correct record (Appendix 1).

b) Consultation response

In addition to the approved meeting notes, Members requested that the consultation response include the following requests:

- Solar generation, battery storage and fleet EV-charging facilities should be incorporated into the new depot, potentially allowing the former Christie Miller car park to be returned to public use.
- A purpose-built lorry park with appropriate welfare facilities should be provided within the depot development or elsewhere on Wiltshire Council-owned land in Bowerhill.
- Improvements to Public Right of Way MELW42 should be considered as part of the wider depot project.
- The project team should consider supporting improvements to the Bowerhill Sports Field car park through Social Value funding, a community benefit, Section 106 contribution or another suitable mechanism.

Resolved: To submit a consultation response incorporating the matters raised at the 14th July meeting and the additional requests concerning solar generation and storage, the former Christie Miller car park, lorry parking, public-right-of-way improvements and Social Value projects.

161/26 Community Projects / Partnership Organisations

a) Age UK Community Connectors

The Clerk reported that Age UK had secured funding for Community Connector activity elsewhere in Wiltshire and had contacted the Council in advance to confirm that Melksham and Melksham Without were not being excluded from future proposals. Details of any local arrangement had not yet been confirmed.

Resolved: Members were content for a future funded service to use the Community Connector name rather than retain the earlier Melksham Community Support branding.

b) Melksham Town Council Sham Jam Festival

Members welcomed the principle of the festival but considered that the invitation had arrived too late for the Parish Council to make a meaningful contribution, as the programme and publicity seemed to be already substantially complete.

Resolved: Not to participate formally in the 2026 Sham Jam Festival, while wishing the organisers well; and to advise Melksham Town Council that the Parish Council would welcome earlier involvement in planning any future event so that it could consider a meaningful contribution.

c) Gigabit Broadband Voucher Scheme

Members noted that 16 expressions of interest had been received from approximately 231 invitation letters. Research had identified that Openreach had indicated that it would provide infrastructure in parts of the identified area, including Wellington Square and Bader Park, although Members noted practical access issues.

Resolved: To write to the 16 residents who responded to the Gigabit Broadband Voucher Scheme consultation, advising that the scheme was not viable in the

area and would not be progressed, and providing information on Openreach's plans for their respective areas

d) Whitley Reading Rooms Annual General Meeting

Councillors Doel and Richardson reported that the existing committee and trustees had agreed to continue, although further succession planning would be needed. The immediate risk of closure had therefore reduced.

The meeting had supported, in principle, the Parish Council becoming a corporate trustee as a contingency, subject to Full Council approval, amendment of the Reading Rooms' constitution and discussion with the Charity Commission. The Parish Council had also offered communications support to help recruit trustees.

The Community Action Whitley and Shaw Community Emergency Group (CAWS CEG) had suggested solar panels, an electronic booking system and remotely controlled heating at the meeting. There had been limited initial appetite for these proposals, but a representative of the group was expected to attend future meetings or join the committee, providing an opportunity for further discussion.

The Parish Officer left the meeting.

162/26 Staffing

This item was considered in closed session.

a) Minutes of the Staffing Committee meeting held on 20th July 2026

Resolved: To approve the public Minutes of the Staffing Committee meeting held on 20th July 2026.

b) Confidential Supporting Notes

Members noted that two separate confidential records had been prepared in connection with the Staffing Committee meeting held on 20th July 2026, with different levels of circulation and approval.

i) Confidential Staffing Committee Recommendations Schedule

This contained the detailed recommendations requiring consideration and approval by Full Council. Copies were provided to Members for consideration during the closed session.

Resolved: To approve the Confidential Staffing Committee Recommendations Schedule and for the signed copy to be signed by the Chair of the Full Council meeting and retained by the Clerk. All other copies were returned to the Clerk for confidential shredding.

ii) Confidential Supporting Notes

These recorded the more detailed information, evidence and reasoning considered by the Staffing Committee when reaching its recommendations. Access was restricted to the Clerk and members of the Staffing Committee.

Resolved: To approve the Confidential Supporting Notes and for the signed copy to be signed by the Chair of the Staffing Committee and retained by

the Clerk. All other copies were returned to the Clerk for confidential shredding.

c) Staffing Committee recommendations

Resolved 1: To approve the recommendations contained in the Staffing Committee minutes of 20th July 2026, except for the recommendation listed below, where discussion resulted in an amended decision.

Min 146/26 – Administration of Community and Village Facebook Groups

Resolved 2: For Officers to withdraw immediately as administrators of independent community Facebook groups.

Groups for which an officer was the sole administrator would close on withdrawal. The Council's official Facebook page and the Joint Melksham Neighbourhood Plan page were excluded from this decision.

d) External HR Support

The Clerk had sought options and costs for a proportionate, light-touch external HR support service, and two providers had been identified. Members discussed the advantages and disadvantages of each provider, including their experience of the parish and town council sector, subscription costs and the support offered with employment contracts, model documents, staffing policies and advice on individual HR matters.

Resolved: To appoint CHRGS Ltd (Council HR and Governance Support) for an initial three-year period at a cost of £1,800 excluding VAT per year to provide external HR and governance support, so that specialist advice was available immediately.

The meeting closed at 9.13 pm.

Chairman, 7th September 2026

NOTES OF MEETING WITH WILTSHIRE COUNCIL

ON TUESDAY 14 JULY 2026 at 11.30am

RE: MELKSHAM CENTRAL DEPOT REDEVELOPMENT

Present:

Councillors Alan Baines, Mark Harris, Richard Wood, John Glover and David Pafford

Teresa Strange (Clerk)

Fiona Dey (Parish Officer)

Wiltshire Council Capital Projects Team (including Louise Carey, Kirsty Dickerson and David Ashdown)

Project Update

Wiltshire Council officers provided an overview of the proposed redevelopment of the Melksham Depot. Planning submission is expected shortly. Presentation slides will be circulated following the meeting.

The development will include a new Household Recycling Centre (HRC), operational depot facilities and associated infrastructure. The project team advised that the project would be delivered in four phases to minimise disruption.

Key Points Discussed

- Current proposals include a fleet exit onto Lancaster Road. Members strongly requested that the fleet is routed south to exit Bowerhill via Portal Road, and not north via Pathfinder Way. A right-turn only exit arrangement was suggested.
- The on-site access road is expected to be widened (subject to confirmation) with improved visibility splays.
- Safe pedestrian routes will be provided within the site.
- Green space on the site is intended primarily for biodiversity net gain (BNG) and ecological purposes and will not be open to the public.
- The existing right of way to the west of the site will be unaffected.
- Wash-down water will pass through an interceptor before disposal. Surface water will be attenuated, with some discharge to the adjacent brook subject to technical drainage discussions.
- The facility is not intended to operate as a waste transfer station and therefore should not smell. Dirty vehicles will be washed at the waste transfer site rather than at Melksham.
- Roof-mounted solar PV panels are proposed. Canopies with solar panels are not currently planned.
- Members flagged that a Bird Management Strategy will be required to demonstrate how the depot is designed and managed to discourage seagull roosting, in order to minimise the risk of bird strikes affecting the operational flight path of the Wiltshire Air Ambulance (as included in Condition 19 of the Decision Notice for PL/2024/11426 – Gompels Warehouse and in Condition 7

of the Decision Notice for PL/2023/01008 Temporary Milestone Depot – at the same site)

- Existing hedgerows, trees and the buffer zone adjacent to Herman Miller will be retained where possible.
- Protected species on site, including newt, slow worms, grass snakes, and ecological matters and habitat corridors, were discussed.
- Some radioactive contamination investigations remain outstanding where vegetation prevented access. Remediation is underway and expected to continue into August.
- Members made the project team aware that unexploded ordnance had been identified during the development of the neighbouring Herman Miller site.
- Waste collection crews typically arrive from around 6.00am and leave on their routes about 7am. Vehicles return 2-3pm. Other staff arriving later in the morning.
- Members highlighted the proposed primary school on Pathfinder Way (PL/2023/08046), noting that if the school is delivered, traffic associated with the afternoon school pick-up period could coincide with vehicles returning to the depot, potentially creating congestion and safety issues. The project team acknowledged the concern and undertook to check the current status of the proposed school with Wiltshire Council.
- Corporate social responsibility opportunities and wider social value were discussed, including potential support for Bowerhill car park improvements.
- The Christie Miller car park is outside the current project scope.
- Members queried whether the HRC booking system remained necessary.
- Members reminded the project team that the policies and design guides in the Joint Melksham Neighbourhood Plan 2 should be followed.
- Members queried whether the project team were liaising with the developers of the planned housing development to the north of the site.
- There is no plan for an on-site canteen, but kitchenette facilities will be provided.
- Members requested if contractors park off-site on Bowerhill, for example if they are visiting Tesco, they do not park heavy vehicles on the pavements as this has previously caused damage to the kerbs.

Programme

Officers advised that site delivery is currently expected to follow four broad phases:

1. Establish construction compound and enabling works.
2. Work on the former golf course and relocation of the Highways compound.
3. Construction of the new Household Recycling Centre (HRC) and relocation.
4. Completion of staff parking and final operational facilities.

The site is not expected to be operational before the end of 2028.

It was noted that the existing HRC closure required to transfer operations is expected to be relatively short, probably only a few days.

Next Steps

- Formal consultation comments are expected to be submitted following the Parish Council meeting on 27 July 2026.
- Presentation slides will be shared with attendees.
- Further technical discussions will continue on drainage, highways and operational matters before the planning application is submitted.

Meeting closed at 12.15pm

Date: 06/07/2026	Melksham without Parish Council Current Year	Page: 270
Time: 13:55	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 3

Receipts for Month 3			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		18,783.96					18,783.96	
V5167-BACS	Banked:01/06/2026	250.00						
V5167-BACS	CPRE Wiltshire	250.00			1100	110	250.00	Grant towards fingerposts
V5168-BACS	Banked:29/06/2026	782.00						
V5168-BACS	Future of Football FC	782.00			1210	210	782.00	Inv.569-May pitch hire
V5169-BACS	Banked:29/06/2026	805.50						
V5169-BACS	Future of Football FC	805.50			1210	210	805.50	Inv.565-April 26 pitch hire
V5170-BACS	Banked:29/06/2026	41.00						
V5170-BACS	Future of Football FC	41.00			1210	210	41.00	Inv.563- 28th March pitch hire
Total Receipts for Month		1,878.50	0.00	0.00			1,878.50	
Cashbook Totals		20,662.46	0.00	0.00			20,662.46	

Date: 06/07/2026	Melksham without Parish Council Current Year	Page: 271
Time: 13:55	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 3

Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
09/06/2026	Lloyds Bank PLC	V5163-FEE	25.50			4140	120	25.50	Inv.76- Service charge
15/06/2026	Daisy (Onebill)	V5164-DD	79.43		13.24	4190	120	66.19	Inv.396-Office line & wifi
15/06/2026	Daisy (Onebill)	V5165-DD	87.68		14.61	4384	220	73.07	Inv.397-Pavilion line & wifi
25/06/2026	EDF Energy	V5166-DD	70.12		3.34	4312	220	66.78	Inv.012-Pavilion gas
Total Payments for Month			262.73	0.00	31.19			231.54	
Balance Carried Fwd			20,399.73						
Cashbook Totals			20,662.46	0.00	31.19			20,631.27	

Date: 06/07/2026	Melksham without Parish Council Current Year	Page: 301
Time: 13:56	Cashbook 2	User: MR
	Unity Bank	For Month No: 3

Receipts for Month 3			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		15,362.78					15,362.78	
V5171-INTE	Banked:02/06/2026	2,487.04						
V5171-INTE	CCLA Investment Management	2,487.04			1080	110	2,487.04	Interest
	Banked:23/06/2026	13,000.00						
V5156-TRAN	CCLA	13,000.00			240		13,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		15,487.04	0.00	0.00			15,487.04	
Cashbook Totals		30,849.82	0.00	0.00			30,849.82	

Date: 06/07/2026		Melksham without Parish Council Current Year						Page: 302	
Time: 13:56		Cashbook 2						User: MR	
		Unity Bank						For Month No: 3	
Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2026	Grist Environmental	V5160-DD	85.96		14.32	4770	220	71.64	Inv.838-Pavilion bin emptying
16/06/2026	Lloyds Bank PLC	V5158-DD	456.22		62.41	4686	170	6.99	Age UK Wiltshire MCS Phone lin
						4120	120	3.30	Postage for notices & poster
						4175	120	72.45	Office 365 for Cllrs
						4055	130	40.00	Clerk Training
						4175	120	24.97	Adobe subsription 1
						4175	120	30.24	Office 365 Officers
						4721	220	75.00	Replacement outs toilet handle
						4175	120	6.65	MWPC Website domain
						4155	120	15.98	Biscuits for meetings
						4175	120	24.97	Adobe subscription 2
						4155	120	19.49	Biscuits for meetings
						4150	120	16.50	Envelopes
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
						4190	120	41.28	Office phone call charges
16/06/2026	EDF Energy	V5159-DD	123.52		5.88	4302	220	117.64	Inv.020-Pavilion electricity
18/06/2026	Berryfield Village Hall	V5157-BACS	15.00			4200	120	15.00	Inv.1229- Hall hire 23rd June
26/06/2026	Agilico	V5136-BACS	83.02		13.84	4130	120	69.18	Inv.411- Office photocopying
26/06/2026	Arien Signs LTD	V5137-BACS	924.00		154.00	4820	142	770.00	Inv.1043-Replacement Noticeboa
						347	0	-770.00	Inv.1043-Replacement Noticeboa
						6000	142	770.00	Inv.1043-Replacement Noticeboa
26/06/2026	Jens Cleaning	V5138-BACS	186.00			4381	220	186.00	Inv.1095-Pavilion cleaning
26/06/2026	JH Jones & Sons	V5139-BACS	2,742.77		457.13	4405	220	50.67	Inv.6049-JSF Hedge Maintenance
						4409	142	198.08	Inv.6049-Hornchurch POS
						4402	320	72.94	Inv.6049-Allotment grass cutti
						4400	142	417.42	Inv.6049-Play Area Grass
						4780	142	149.86	Inv.6049-Play Area bin emptyin
						4400	142	21.84	Inv.6049-Beanacre Leaf clearan
						4400	142	42.03	Inv.6049-Kestrel Shrub mainten
						4820	142	39.36	Inv.6049-SHF Cut
						347	0	-39.36	Inv.6049-SHF Cut

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Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
							6000 142	39.36	Inv.6049-SHF Cut
							4401 220	1,150.06	Inv.6049-JSF Pitch maintenance
							4400 142	25.00	Inv.6049-Grass cutting Berryfl
							4781 220	96.50	Inv.6049-JSF Bin emptying
							4402 320	21.88	Inv.6049-BSF Hedge
26/06/2026	Radcliffe Fire Protection Ltd	V5140-BACS	116.90		19.48	4212	220	97.42	Inv.036-Replace call point swl
26/06/2026	Friends of Shurnhold Fields	V5141-BACS	168.00			4820	142	168.00	Public Liability Insurance
						347	0	-168.00	Public Liability Insurance
26/06/2026	Friends of Shurnhold Fields	V5142-BACS	204.56			6000	142	168.00	Public Liability Insurance
						4820	142	204.56	Mower insurance
						347	0	-204.56	Mower insurance
26/06/2026	Wiltshire Council	V5143-BACS	3,509.01			6000	142	204.56	Mower insurance
						4270	140	3,509.01	Inv.415-Office rent-1.7-30.9
26/06/2026	Wiltshire Publication	V5144-BACS	636.00		106.00	4240	120	530.00	Inv.291-Quarterky newsletter
26/06/2026	John Glover	V5145-BACS	50.00			4070	120	50.00	Annual ATC Dining-Chairs allo
26/06/2026	Wiltshire Pension Fund	V5146-BACS	2,090.88			4045	130	1,531.92	Period 3- June 2026
						4000	130	267.36	Period 3- June 2026
						4010	130	163.99	Period 3- June 2026
						4020	130	127.61	Period 3- June 2026
26/06/2026	HM Revenue & Customs	V5147-BACS	2,879.09			4041	130	1,204.42	Period 3- June 2026
						4000	130	523.20	Period 3- June 2026-T
						4000	130	230.70	Period 3- June 2026-NI
						4010	130	262.60	Period 3- June 2026-T
						4010	130	117.99	Period 3- June 2026-NI
						4010	130	6.00	Period 3- June 2026
						4020	130	205.00	Period 3- June 2026-T
						4020	130	92.18	Period 3- June 2026-NI
						4460	142	208.60	Period 3- June 2026-T
26/06/2026	Radcliffe Fire Protection Ltd	V5148-BACS	85.68		14.28	4800	320	28.40	Period 3- June 2026-T
						4120	220	71.40	Inv.165-Annual extinguisher se
26/06/2026	Teresa Strange	V5149-BACS			8.62	4000	130		June 2026 Salary
						4120	120	272.50	First & second class stamps
						4155	120	13.00	Meeting refreshments
						4048	130	34.80	Travel to SLCC Training
						4048	130	3.08	Parking for SLCC training
						4055	130	40.00	Ticket for RTPI Award
26/06/2026	Marianne Rossi	V5150-BACS				4010	130		June 2026 Salary
26/06/2026	Fiona Dey	V5152-BACS				4020	130		June 2026 Salary
26/06/2026	Terry Cole	V5153-BACS				4050	142	47.50	Travel Allowance June 26
						4460	142		June 2026 Salary
						4051	142	45.45	Mileage x101 miles

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Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/06/2026	David Cole	V5154-BACS				4800	320		June 2026 salary
						4051	142	7.65	Mileage x17
26/06/2026	Friends of Shurnhold Fields	V5155-BACS	74.96			4820	142	74.96	Mower petrol
						347	0	-74.96	Mower petrol
						6000	142	74.96	Mower petrol
30/06/2026	Unity Trust Bank	V5161-FEE	14.35			4140	120	14.35	Service Charge
30/06/2026	Unity Trust Bank	V5162-FEE	0.80			4140	120	0.80	Handling charge
Total Payments for Month			22,477.11	0.00	855.96			21,621.15	
Balance Carried Fwd			8,372.71						
Cashbook Totals			30,849.82	0.00	855.96			29,993.86	

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Receipts for Month 3			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	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	

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Time: 13:56	Cashbook 4	User: MR
	Instant Access Unity 20476339	For Month No: 3

Payments for Month 3			Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount
			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

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	CCLA	For Month No: 3

Receipts for Month 3			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	805,000.00					805,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		805,000.00	0.00	0.00			805,000.00	

Date: 06/07/2026		Melksham without Parish Council Current Year					Page: 54		
Time: 13:56		Cashbook 5					User: MR		
		CCLA					For Month No: 3		
Payments for Month 3					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/06/2026	Unity Bank	V5156-TRAN	13,000.00			220		13,000.00	Transfer from CCLA TO Unity
Total Payments for Month			13,000.00	0.00	0.00			13,000.00	
Balance Carried Fwd			792,000.00						
Cashbook Totals			805,000.00	0.00	0.00			805,000.00	