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## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday, 6th May 2025

Dear Members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 12 May at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

**TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.**

**Click link here:**

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=82851320786>

Or go to [www.zoom.us](http://www.zoom.us) or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**  
**Passcode: 070920**. Instructions on how to access Zoom are on the parish council website [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk). If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

**YOU CAN ACCESS THE AGENDA PACK HERE**



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# AGENDA

1. **Welcome & Housekeeping**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **Announcements**
  - a) To note there was no parish council election on 1<sup>st</sup> May 2025 as all the seats are uncontested. Parish Council to co-opt to fill two vacancies for the Bowerhill Ward and two vacancies for the Beanacre, Shaw, Whitley and Blackmore Ward.
  - b) To note the outcome of Wiltshire Council Unitary elections for the Melksham Community Area
  - c) To welcome the new Parish Officer, Fiona Dey
5. **To receive Apologies and approval of reasons given**
6. **To consider holding items in Committee due to confidential nature**

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business **17(b), 18(b), 18(d), 18(e) and 20(c)** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*
7. **Declarations of Interest:**
  - a) To note requirement under the Code of Conduct for Register of Interests to be displayed online (Melksham Without Parish Council & Wiltshire Council website) & Guide for Awarding Dispensations
  - b) To consider dispensations for term of new Council (2025-2029)
  - c) To receive declarations of interest
  - d) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
8. **Public Participation & Invited Guests**
  - a) Wiltshire Councillor Nick Holder, Bowerhill
  - b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
  - c) Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural
9. **Co-option of new Members for Bowerhill Ward and Beanacre, Shaw, Whitley and Blackmore Ward Vacancy**
  - a) To note procedure for co-option.
  - b) To consider applications for co-option of new councillors and appoint to ward.
  - c) The newly appointed councillors to sign a declaration of office and join the meeting.
  - e) To receive declarations of interest from newly appointed Councillors
10. **Standing Orders & Council Policies:**
  - a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (amendments to stand adjourned for adoption at June Full Council meeting)
  - b) To review and adopt Complaints Procedure
  - c) To view the Code of Conduct options and adopt

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- d) To confirm that the parish council meets the eligibility criteria for the General Power of Competence
- e) To take the Wiltshire Council and national Civility & Respect pledge
- f) To note “Roles & Responsibilities of a Councillor”
- g) To consider where councillor contact details are published
- 11. To review and adopt “Committee Structure & Terms of Reference”**
- 12. Appointment of Committees & Working Parties 2025/26**
  - a) Asset Management Committee
  - b) Finance Committee (and confirm the Members of the Finance Committee are the bank & CCLA signatories)
  - c) Highways & Street Scene Committee
  - d) Planning Committee
  - e) Staffing & Resources Committee
  - f) Working Parties
- 13. Appointment of Organisation Representatives 2025/26**
- 14. To consider any Councillor training needs.**
- 15. Parish Council Objectives:**
  - a) To note Melksham Community Area Joint Needs Assessment (2020) and census data <https://www.wiltshireintelligence.org.uk/community-area/melksham/>
  - b) To review Objectives for 2024/25 and Priorities for 2021-2025
  - c) To set objectives for 2025/2026
  - d) To set Priorities for Term of Council (2025-2029).
- 16. Meetings**
  - a) To confirm dates of meetings for 2025/26
  - b) To consider the venue for the Annual Parish meeting in April 2026
- 17. Full Council**
  - a) To approve the Minutes of the **Full Council** meeting held on 14<sup>th</sup> April 2025.
  - b) To approve the **Confidential Notes to accompany the Full Council** minutes of 14<sup>th</sup> April 2025.
- 18. Planning:**
  - a) To approve the Minutes of the **Planning Committee** meeting held on 28<sup>th</sup> April 2025.
  - b) To approve the Confidential Notes to accompany the **Planning Committee** minutes of 28<sup>th</sup> April 2025.
  - c) To formally approve the Planning Committee recommendations of 28<sup>th</sup> April 2025.
  - d) PL/2024/10345 Land north of the A3102, Melksham (New Road Farm). To consider S106 requests relating to a new community facility (arising from MIN 542/24c).
  - e) To receive update on current timetable for the Neighbourhood Plan Review
  - f) To consider request from Director of the Bowood Residents Management Company
- 19. Finance:**
  - a) To note Income/Expenditure reports for April.
  - b) To appoint cheque signatories/online authority for May payments.
  - c) To approve bank account and fund transfers.
  - d) To give delegated powers to the Finance Committee on Monday 19<sup>th</sup> May to review and approve the parish council’s insurance cover and authorise payment before the 1 June deadline.

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- e) To approve the setting up of new Finance Committee members on the bank mandate for authorizing online payments and signing cheques, and to remove from the bank mandate any members that are no longer Finance Committee members (following Agenda item 11b)

**20. Asset Management**

- a) To receive update on Pathfinder Place (Davey) **play area** legal transfer
- b) To note accidental demolition of Bus Shelter on A350 at Beanacre and provide guidance to officers on the next steps
- c) To receive feedback from 3G pitch meeting with stakeholders
- d) To receive update from Shurnhold Fields public meeting 12<sup>th</sup> May (6pm) if received
- e) To receive feedback on investigations related to Phone box adoption and agree next steps
- f) To purchase a new laptop for councillor use (if required)

**21. Highways and Road Safety:**

- a) To approve notes from Road Safety working group as an accurate record
- b) To approve recommendations from Road Safety Working Group
- c) To note the fourth Wiltshire Council Local Transport Plan 2025 -2038 (LTP4) was endorsed at full council on 11<sup>th</sup> March 2025. It has now been published online and can be viewed here: <https://www.wiltshire.gov.uk/localtransportplan>

**22. Community projects/partnership organisations:**

- a) Age UK
  - i. To note that Melksham Town Council (MTC) have signed the agreement with Age UK. Age UK have submitted a grant request to MTC for the shortfall in funding.
  - ii. To consider the 2024/25 Q4 report and case studies from Age UK
- b) To consider facilitating cyber crime training for rural businesses

# DECLARATION OF RESULT OF POLL

## Election of Councillors for

|                         |                          |
|-------------------------|--------------------------|
| <b>Council Name:</b>    | <b>Wiltshire Council</b> |
| <b>Division:</b>        | <b>Bowerhill</b>         |
| <b>Number of seats:</b> | <b>ONE</b>               |

on Thursday 1 May 2025

I, Emma Legg, being the Deputy Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

| <b>Name of Candidate</b>                           | <b>Description (if any)</b> | <b>Number of Votes*</b> |
|--|-----------------------------|-------------------------|
| GRIFFIN, Joyce Lyn                                 | Liberal Democrats           | 245                     |
| HOLDER, Nicholas<br>commonly known as HOLDER, Nick | Local Conservatives         | 543 Elected             |
| VISICK, Richard                                    | Reform UK                   | 413                     |

\* If elected the word 'Elected' appears against the number of votes.

| <b>The number of ballot papers rejected was as follows:</b> | <b>Number of ballot papers</b> |
|---|--------------------------------|
| A want of an official mark                                  | 0                              |
| B voting for more Candidates than voter was entitled to     | 1                              |
| C writing or mark by which voter could be identified        | 1                              |
| D being unmarked or wholly void for uncertainty             | 1                              |
| E rejected in part  | 0                              |
| Total   | 3                              |

Vacant Seats: 1

Electorate: 3489

Ballot Papers Issued: 1204

Turnout: 34.51%

And I do hereby declare that

Nicholas Holder commonly known as Nick Holder

is duly elected.

Dated Friday 2 May 2025

Emma Legg  
Deputy Returning Officer

# DECLARATION OF RESULT OF POLL

## Election of Councillors for

|                         |   |
|-------------------------|---|
| <b>Council Name:</b>    | <b>Wiltshire Council</b>                      |
| <b>Division:</b>        | <b>Melksham Without North &amp; Shurnhold</b> |
| <b>Number of seats:</b> | <b>ONE</b>                                    |

on Thursday 1 May 2025

I, Emma Legg, being the Deputy Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

| <b>Name of Candidate</b>                          | <b>Description (if any)</b> | <b>Number of Votes*</b> |
|---|-----------------------------|-------------------------|
| ALFORD, Philip<br>commonly known as ALFORD, Phil  | Local Conservatives         | 645 elected             |
| AVES, Patricia Ann<br>commonly known as AVES, Pat | Liberal Democrats           | 388                     |
| HATHWAY, David                                    | Reform UK                   | 262                     |

\* If elected the word 'Elected' appears against the number of votes.

| <b>The number of ballot papers rejected was as follows:</b> | <b>Number of ballot papers</b> |
|---|--------------------------------|
| A want of an official mark                                  |                                |
| B voting for more Candidates than voter was entitled to     | 2                              |
| C writing or mark by which voter could be identified        |                                |
| D being unmarked or wholly void for uncertainty             |                                |
| E rejected in part  |                                |
| Total   | 2                              |

Vacant Seats: 1

Electorate: 3638

Ballot Papers Issued: 1297

Turnout: 35.65%

And I do hereby declare that

ALFORD, Philip

is duly elected.

Dated Friday 2 May 2025

Emma Legg  
Deputy Returning Officer

# DECLARATION OF RESULT OF POLL

## Election of Councillors for

|                         |  |
|-------------------------|--|
| <b>Council Name:</b>    | <b>Wiltshire Council</b>                 |
| <b>Division:</b>        | <b>Melksham Without West &amp; Rural</b> |
| <b>Number of seats:</b> | <b>ONE</b>                               |

on Thursday 1 May 2025

I, Emma Legg, being the Deputy Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

| <b>Name of Candidate</b>                               | <b>Description (if any)</b> | <b>Number of Votes*</b> |
|--|-----------------------------|-------------------------|
| GRIFFIN, Andrew Shaun                                  | Liberal Democrats           | 567<br>elected          |
| LEACH, Jonathan Andrew<br>commonly known as LEACH, Jon | Reform UK                   | 357                     |
| SEED, Jonathon   | Local Conservatives         | 561                     |
| SHINGLER, Susanna<br>commonly known as SHINGLER, Suzi  | Green Party                 | 82                      |

\* If elected the word 'Elected' appears against the number of votes.

| <b>The number of ballot papers rejected was as follows:</b> | <b>Number of ballot papers</b> |
|---|--------------------------------|
| A want of an official mark                                  |                                |
| B voting for more Candidates than voter was entitled to     |                                |
| C writing or mark by which voter could be identified        |                                |
| D being unmarked or wholly void for uncertainty             | 3                              |
| E rejected in part  |                                |
| Total   | 3                              |

Vacant Seats: 1

Electorate: 3806

Ballot Papers Issued: 1570

Turnout: 41.26

And I do hereby declare that

GRIFFIN, Andrew Shaun

is duly elected.

Dated Friday 2 May 2025

Emma Legg  
Deputy Returning Officer

## DISPENSATIONS

### A GUIDE FOR TOWN AND PARISH COUNCILS

#### 1. Introduction

The introduction of the Localism Act 2011 has changed the procedure for dealing with dispensations.

Section 27(6)(d) of the Localism Act 2011 defines a town or parish council as a 'relevant authority'. As such, town and parish councils have a responsibility for determining requests for dispensations made by their own elected or co-opted councillors.

Under the previous Standards for England framework the setting of the council tax or a precept was exempt from disclosure as a prejudicial interest. Paragraph 10(2)(c) of the old Code of Conduct set out this exemption. This exemption no longer applies with the introduction of the Localism Act 2011. ***It is the view of Wiltshire Council's Monitoring Officer that a councillor who has any beneficial interest in land which is in the area of the relevant authority (including a home in the area), has a prejudicial interest in the setting of the council tax precept. As such a dispensation would be required to enable any such councillor to participate in any discussions or vote on the setting of the council tax precept.***

This guide sets out:

- The effect of disclosable pecuniary and non-pecuniary interests on participation
- The purpose and effect of dispensations
- The consideration of dispensation requests
- The procedure for requesting a dispensation
- Terms of dispensations
- Notification and disclosure of decision

#### 1. The effect of disclosable pecuniary and non-pecuniary interests on participation

A councillor may not participate in any discussion of, or vote on, any matter in which they have a disclosable pecuniary interest as specified by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

These disclosable pecuniary interests are set out at Appendix A.

If a councillor participates in a meeting or votes on a matter in which they have a disclosable pecuniary interest and have not been granted a dispensation, they will be committing a criminal offence under Section 34 Localism Act 2011. A person found guilty of such a criminal offence can be fined up to £5,000 and disqualified from holding office as a councillor for up to five years.

A relevant authority may have adopted a Code of Conduct which prevents a councillor from speaking or voting on where they have a particular interest which is other than a disclosable pecuniary interest, such as a non-pecuniary interest. The same restrictions would apply with regard to discussion and voting, and a dispensation would be required to enable a councillor with an interest to participate. Without a dispensation, a councillor who participates in a meeting or votes on a matter in which they have such an interest would be in breach of the Code of Conduct.

A relevant authority's standing orders may also provide for the exclusion of a councillor from a meeting in which any discussion or vote is taking place on a matter in which they have a disclosable interest.

## **2. The purpose and effect of dispensations**

Section 33 of the Localism Act allows a relevant authority to grant a dispensation to allow a councillor to participate in the business of the authority even where that councillor has a disclosable pecuniary interest

A dispensation may be granted by the authority which would allow a councillor to:

- a. participate, or participate further, in any discussion of the matter; **and/or**
- b. participate in any vote, or further vote, taken on the matter.

A dispensation would also be required where a council has placed restrictions in respect of participation and voting on additional disclosable pecuniary and non-pecuniary interests.

Where a council's standing orders also require a councillor to leave the room, the dispensation may also allow the councillor to remain in the room where the meeting considering the business is being held.

## **3. Consideration of dispensation requests**

A council can either delegate authority to the Town/Parish Clerk to grant dispensations, or reserve such decisions for the full council or a sub-committee of the council.

A dispensation may be granted to a councillor who has a disclosable pecuniary (or non-pecuniary) interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if it is considered that -

- (a) without the dispensation so great a proportion of the council or authority would be prohibited from participating in that business as to impede the council's transaction of that business (i.e. the meeting would be inquorate),
- (b) without the dispensation the representation of different political groups on the Council (if these exist) would be so upset as to alter the likely outcome of any particular vote,



- (c) the granting of the dispensation is in the interests of people living in the council's or authority's area, or
- (d) it is otherwise appropriate to grant a dispensation.

It is for each relevant authority to decide whether to delegate the power to grant dispensations to the Clerk. It may decide to do so on certain grounds, such as ground (a) above, which is fairly objective, but deal with other applications through a meeting of the council. Another option is to delegate to the Clerk, after consultation with the Chairman of the Council, or Vice-Chairman, in cases of conflict of interest.

Should a council decide to delegate the decision making to the Clerk then it will need to make a formal resolution to this effect, along the lines of:

'RESOLVE that the Council delegates the power to grant dispensations under Section 33 (1) of the Localism Act 2011 to the Clerk (..... under the following relevant statutory circumstances, where appropriate; e.g. where granting of the dispensation is in the interests of persons living in the authority's area).

In addition to the statutory relevant considerations detailed in (a) to (d) above, the council may wish to take into account the following factors when determining requests for dispensations:

- the nature of the councillor's interest, e.g. is it substantial or remote?
- the need to maintain public confidence in the conduct of the council's business
- the need for efficient and effective conduct of the council's business
- the councillor's particular expertise or knowledge in the matter that may be useful in its consideration (e.g. the councillor could be granted a dispensation to speak but not to vote)
- the interest is common to the councillor and a significant proportion of the inhabitants of the authority's area
- any other relevant circumstances

#### **4. The procedure for requesting a dispensation**

Any councillor who wishes to apply for a dispensation must do so in writing. A template Dispensation Request Form is attached to this guidance at Appendix B.

The written request must be made to the Proper Officer of the Council (i.e. the Clerk) as soon as possible before the meeting at which the dispensation is required.

Dispensation applications should be discouraged from being made at the council meeting at which the business itself is to be discussed unless the nature of the interest has only become apparent to the councillor at that meeting. In any event, unless the council has a standing item on its agenda to consider dispensation requests then it will not be possible to consider a dispensation application at the meeting at which the need for it has been identified.

Where a dispensation request is being considered by a meeting of the council, the councillor making the request may participate and vote on the business of whether to grant the dispensation.

## **5. Terms of dispensations**

Dispensations may be granted:

- for one or more meetings of the council, or
- for a period not exceeding four years

In either case, the dispensation must specify the period for which it has effect.

## **6. Notification and disclosure of decision**

The council or Clerk will notify the councillor as soon as possible of the decision taken.

A sample dispensation decision notice is attached to this guidance at Appendix C.

Any councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of any dispensation granted will be forwarded to the Monitoring Officer of Wiltshire Council and kept with the Register of Councillor's interests.

| Subject   | Prescribed description   |
|---|--|
| Employment, office, trade, profession or vacation | Any employment, office, trade, profession or vocation carried on for profit or gain.   |
| Sponsorship                                       | <p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(3).</p>   |
| Contracts   | <p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>  |
| Land  | Any beneficial interest in land which is within the area of the relevant authority.  |
| Licences  | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.   |
| Corporate tenancies                               | <p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>  |
| Securities  | <p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p> |

**REGISTRATION OF PECUNIARY INTERESTS**  
**LOCALISM ACT 2011 – SECTION 29 AND 30 AND THE RELEVANT**  
**AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012**

I, [FULL NAME IN CAPITAL LETTERS]  
a member of  
give notice that

COUNCIL

I, and to the best of my knowledge my spouse/civil partner, person with whom I live as husband or wife, or person with whom I live with as a civil partner (i.e. being relevant persons in accordance with the regulations) have the following pecuniary interests which are specified for the purpose of section 30(3) of the Localism Act 2011 (PLEASE STATE NONE WHERE APPROPRIATE).

**1.     Employment, office, trade, profession or vocation**

Any employment, office, trade, profession or vocation carried on for profit or gain.

Member

Spouse/Civil Partner/Cohabitee

**2.     Contracts**

Any contract which is made between you and/or your spouse/civil partner/cohabitee (or a body in which you and/or your spouse/civil partner/cohabitee have a beneficial interest) and the authority of which you are a member:

- (a)     under which goods or services are to be provided or works are to be executed; and
- (b)     which has not been fully discharged.

Member

Spouse/Civil Partner/Cohabitee

|  |
|--|
|  |
|--|

3. **Land**

Any beneficial interest in land which is within the area of your authority  
Please specify so that the land is clearly identified.

Member

|  |
|--|
|  |
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Spouse/Civil Partner/Cohabitee

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4. **Licences**

Any licence (alone or jointly with others) to occupy land in the area of your  
authority for a month or longer.

Member

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Spouse/Civil Partner/Cohabitee

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**5. Corporate Tenancies**

Any tenancy where (to your knowledge):

- (a) the landlord is your authority; and
- (b) the tenant is a body in which you and/or your spouse/civil partner/cohabitee has a beneficial interest.

Member

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Spouse/Civil Partner/Cohabitee

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**6. Securities**

Any beneficial interest in securities of a body where:

- (a) that body, to your knowledge, has a place of business or land in the area of your authority; and
- (b) either-
  - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
  - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you and/or your spouse/civil partner/cohabitee has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Member

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Spouse/Civil Partner/Cohabitee

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**7. Sponsorship (only applies to Member)**

Any payment or provision of any other financial benefit (other than from your authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).

Member

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**Other Interests as specified in your Council's Code of Conduct**

Member

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Spouse/Civil Partner/Cohabitee

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**Date:**

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**Note:**

Please check your entries in the register regularly to ensure that they are up to date.

## **Explanatory Notes**

For the purposes of this form –

“relevant person” means that a pecuniary interest is a ‘disclosable pecuniary interest’ in relation to you if it is your interest, or it is an interest of yourself or:

- (i) your spouse or civil partner,
- (ii) a person with whom you are living as husband and wife, or
- (iii) a person with whom you are living as civil partners, and you are aware that the other person has the interest.

“relevant period” means 12 months ending with the day on which the member gives the notification.

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee or management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; and

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money with a building society.



## Dispensation Request Form Melksham Without Parish Council

*Please give full details of the following in support of your application for a dispensation and return to the parish clerk.*

|   |   |
|---|---|
| Name  | Cllr Richard Wood<br>Cllr Martin Franks<br>Cllr John Glover<br>Cllr David Pafford<br>Cllr Mark Harris<br>Cllr Anne Sullivan<br>Cllr Peter Richardson<br>Cllr John Doel<br><i>Co-opted councillor 1</i><br><i>Co-opted councillor 2</i><br><i>Co-opted councillor 3</i><br><i>Co-opted councillor 4</i><br><br><b>Clerk's Note: Cllr Alan Baines does not live in the parish</b> |
| The business for which you require a dispensation (refer to agenda item number if appropriate)  | Precept setting   |
| Details of your interest in that business   | Own property in the Parish<br>Live in the Parish  |
| Date of meeting or time period (up to 4 years) for which dispensation is sought   | Until end of Council Term of Office in May 2029   |
| Dispensation requested to participate, or participate further, in any discussion of that business by that body  | Yes   |
| Dispensation requested to participate in any vote, or further vote, taken on that business by that body   | Yes   |
| Reason(s) for dispensation request:   |   |
| a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business | Yes   |
| b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote                          |   |
| c) the dispensation is in the interests of  |   |

|  |     |
|--|-----|
| persons living in the authority's area,<br>or                  | Yes |
| d) that it is otherwise appropriate to<br>grant a dispensation |     |

Dated: 12<sup>th</sup> May 2025



# COULD YOU FILL A VACANCY AT MELKSHAM WITHOUT PARISH COUNCIL?

**Following the close of nominations for the elections due on Thursday 4th May, there are 4 vacancies on Melksham Without Parish Council to be filled by Co-Option, as the council still has seats to fill.**

This means that residents can apply to the council to be considered for the role, please write to the Clerk with a few details about yourself and why you are interested in becoming a Councillor.

## **YOU WILL ALSO NEED TO CONFIRM THAT YOU MEET THE QUALIFICATIONS OF A COUNCIL CANDIDATE:**

- at least 18 years old
- registered to vote in the area or have lived, worked or owned property there for at least the last 12 months
- be British, or a citizen of the Commonwealth or European Union

## **BOWERHILL WARD 2 VACANCIES**

## **BEANACRE, SHAW, WHITLEY, BLACKMORE WARD 2 VACANCIES**

The successful candidates will be members of the parish council as a whole and can live in the parish or within 3 miles of the parish boundary.

The successful candidate will be in place until the next election (May 2029). The parish of Melksham Without covers the rural communities surrounding the town including Bowerhill, Berryfield, Outmarsh, Shaw, Whitley, Beanacre, Redstocks, The Spa and Sandridge with a population of about 7,200.

The deadline for receipt of letters of interest is **Sunday 11th May**  
Decision to be made on **Monday 12th May at the Full Council meeting.**

**Applicants are invited to that meeting to say a few words, and if successfully co-opted will be invited to sign their declaration of office and join the council meeting.**

Please send to: **Mrs Teresa Strange, Clerk, Melksham Without Parish Council, First Floor, Melksham Community Campus Market Place, Melksham Wiltshire, SN12 6ES.**

Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk) Tel: 01225 795700

## 27. ELECTIONS AND CO-OPTION

- a The Council will advertise any vacancy in the local press, council and community noticeboards, council website and social media sites.
- b Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. Election promotion will be via a full page advert in the Melksham News plus the methods in 27.a) to advertise a vacancy.
- c Prospective candidates being considered for co-option will be required to provide the council with a written statement of interest and to attend the Full Council Meeting when the vote takes place (where possible) to make a short presentation.
- d Co-option voting will take place during the relevant Full Council meeting by a show of hands against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote.
- e Candidates with the lowest vote will be eliminated and the Candidate with the highest vote will be duly elected. Where there is a tie, members will be required to repeat the process with just those candidates until a candidate has achieve a majority vote.
- f The Council reserve the right to not co-opt a prospective candidate, even if they are the only candidate, if they do not consider the candidate to be suitable for the seat.

## Teresa Strange

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**From:** Mark Blackham [REDACTED]  
**Sent:** 29 April 2025 15:40  
**To:** Teresa Strange  
**Subject:** Parish Councillor Vacancies

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Teresa,

I would like to put my hat in the ring for a councillor position if there is still one available.

If anyone else comes along that would trigger a vote by the other councillors then please let me know and I will have a rethink.

I don't think Sharon was interested after finding out that it was for 4 years, however, worth asking her direct in order to gauge her interest. I think she might be convinced if she knows that she can still go on holiday!

Personal statement:

My name is Mark Blackham, and I have been a resident of Bowerhill for over 22 years, and of Melksham for a further 10 years. I am passionate about our community and would like to stand for election to the Parish Council in order to better represent and serve the residents of Bowerhill. As a long-term resident, and as a committee member of the Bowerhill Residents Action Group (BRAG), I have actively contributed to addressing village issues and promoting improvement to the village and parish. I believe in constructive honest engagement and clear no nonsense communication. I have mindset to evaluate and cross-check information to ensure it's integrity before distribution, instead of taking it at face value. I would use these personal qualities to help offer practical solutions to village challenges.

Professionally I work for a multinational corporation as a Senior Project/Programme Manager and I feel that this experience equips me with strong transferrable skills in organisaion, planning, communication and problem-solving.

If elected I will be a dedicated servant to the village, ensuring that it remains a great place to live and work.

Many thanks.

Mark

## Fiona Dey

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**From:** Teresa Strange  
**Sent:** 07 May 2025 22:22  
**To:** The Griffiths'  
**Cc:** Fiona Dey  
**Subject:** Re: Parish Councillor Vacancy

Perfect, thankyou

---

**From:** The Griffiths' [REDACTED]  
**Sent:** Wednesday, May 7, 2025 21:23  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Cc:** Fiona Dey <office@melkshamwithout-pc.gov.uk>  
**Subject:** Re: Parish Councillor Vacancy

Hi,

Please see below

I am expressing an interest in standing for election.

I have now lived in Melksham without for over a year and feel that the specific area I live in does not have representation at a council level.

I am keen to represent the people in my immediate neighbourhood as well as those in the surrounding areas.

I have many transferable skills through both my professional life but also from previously being a town and parish councillor.

Kind Regards,  
Chris

Sent from [Outlook for Android](#)

---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** Wednesday, May 7, 2025 3:19:03 PM  
**To:** The Griffiths' [REDACTED]  
**Cc:** Fiona Dey <office@melkshamwithout-pc.gov.uk>  
**Subject:** RE: Parish Councillor Vacancy

Hi Chris

Ahead of the Annual Council meeting on Monday evening, are you able to just put a few words in an email to say a few words about yourself and why you are interested in being a councillor. I know you did a year ago, but would be good to get an up to date one.

Attached is the original advert, and also the agenda for the meeting on Monday evening.

I will let you know when the agenda pack is uploaded to the website, in the next day or so.

We look forward to seeing you on Monday evening to say a few words.

Many thanks. Teresa

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**From:** The Griffiths' [REDACTED]  
**Sent:** 24 April 2025 12:40  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Re: Parish Councillor Vacancy

Hi Teresa,

I am eligible.

Thanks,  
Chris

Sent from [Outlook for Android](#)

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**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** Thursday, April 24, 2025 11:44:30 AM  
**To:** The Griffiths' [REDACTED]  
**Subject:** Re: Parish Councillor Vacancy

Hi Chris  
Good to hear from you.  
Yes, we have 4 vacancies.

Please see attached for the information regarding the co-option process.  
If you would like a chat on the phone, or over coffee at our office about the role, and the time commitment etc, then please do let me know.

To double check for eligibility and disqualifications, please see here [Check here to check for your eligibility: https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/what-you-need-know-you-stand-a-candidate/qualifications-and-disqualifications-standing-election](https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/what-you-need-know-you-stand-a-candidate/qualifications-and-disqualifications-standing-election)

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**The Electoral Commission**

## Qualifications and disqualifications for standing for election

In order to stand as a candidate you must ensure that you meet the necessary qualifications and be sure that you are not disqualified. This section sets out the qualifications and disqualifications for standing for election.. It is your responsibility to ensure that you are qualified to stand and are not subject to any disqualifications

[www.electoralcommission.org.uk](https://www.electoralcommission.org.uk)

You will need to confirm that you are eligible.

with kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

**Wellbeing Statement** I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news

On X: @melkshamwithout

On Instagram: melkshamwithoutpc

On LinkedIn: Melksham Without Parish Council

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to [admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)

Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).

We do not guarantee that any email is free of viruses or other malware.



Martin Haffenden

■ Semington Road

Melksham

SN12 6DN

■

■

24<sup>th</sup> April 2025

Dear Teresa and Members of the Council,

**Application for Co-option to Melksham Without Parish Council**

I am writing to express my interest in being co-opted as a member of Melksham Without Parish Council. I have a significant interest in local affairs and would like to contribute positively to our community and believe the Parish Council offers a great opportunity to do this.

From the meetings I have attended and having witnessed a little of how the Council operates I believe I have something to offer.

As a resident of Melksham for over 30 years, I care deeply about the area and the well-being of those who live here. I also worked in the town for 30+ years at Avon Rubber and lately Cooper Tires before its recent closure.

Although this would be my first time representing the community. I understand the responsibilities that come with the role of a councillor and am prepared to dedicate the necessary time and effort to support the Council's work, including attending meetings, engaging with residents, and contributing to ongoing projects and initiatives.

Please find my contact details above. I would be happy to provide any further information or answer any questions council members may have.

Thank you for considering my application. I look forward to the opportunity to serve our community.

Yours sincerely,

Martin Haffenden

## Why I Wish to Become a Parish Councillor

My desire to become a parish councillor stems from an interest in making a positive contribution to the area in which I have lived and worked for most of my life.

I was born in Corsham and brought up in Atworth by Wiltshire-born parents. I attended Atworth School and Fitzmaurice Grammar School Bradford-on-Avon. I am a quantity surveyor by trade and became a residential property developer in my own businesses from 1976.

I view this role as an opportunity to support businesses and to play a part in shaping a thriving parish that benefits everyone. My background and skills including volunteering in cricket and rugby clubs at local and national level involving leadership roles that would equip me to approach issues with good knowledge and experience. I have also travelled extensively for business and leisure.

By becoming a parish councillor in my retirement I hope to contribute my time, energy, and vision to ensure that our parish remains a place for all to enjoy living and working.



# MODEL STANDING ORDERS 2025 UPDATE (ENGLAND) For Review at Annual Council 12<sup>th</sup> May 2025

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Clerk's Note May 2025

These are a new version from NALC dated March 2025, I have used tracked changes to add in any MWPC specific items, or the options/clauses/deletions you have chosen in the past, but all for review at the Annual Council meeting on 12<sup>th</sup> May 2025.

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I note that they have renamed Chairman to Chair, and he/she to they, throughout the document.

National Association of Local Councils (NALC)

020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)

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Permission is given to use NALC's logo in the presented format only.

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## **INTRODUCTION**

**This is an update to Model Standing Orders 14 and 18.**

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.



1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g ~~An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.~~
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they ~~considers~~ consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(~~fg~~), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( 5 ) minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

|                        |   |
|------------------------|---|
| Full Council meetings  | ● |
| Committee meetings     | ● |
| Sub-committee meetings | ● |

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. NB Clerk's Note, this new version excludes the reasons that used to be listed**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the

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business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( 15 ) minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than ( 5 ) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i ~~[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.~~
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors**

present at the meeting shall preside at the meeting.

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*



- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.

x A meeting shall not exceed a period of ( 3 ) hours and shall finish no later than 10pm, and 9.30pm on a Friday.-

\*y In the event of the death of the Sovereign or another member of the Royal family or a national figure, the Clerk, as Proper Officer, will have delegated powers to action any time sensitive decisions, following confirmation by email by members of the Council or relevant Committee as appropriate. With regard to any planning application or highway requests for the LHFIFG (Local Highway & Footways Improvement Group) that are time sensitive, for the Clerk to have delegated powers to submit comments/requests following an informal meeting of the relevant members.▲

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#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( no previous

answer – the common practice is that we allow a substitution up until the meeting starts ) days before the meeting that they are unable to attend;

~~vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;~~

~~vii-vi.~~ shall permit a committee ~~other than a standing committee~~, to appoint its own chair at the first meeting of the committee;

~~viii-vii.~~ shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

~~ix-viii.~~ shall determine if the public may participate at a meeting of a committee;

~~x-ix.~~ shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

~~xi-x.~~ shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

~~xii-xi.~~ may dissolve a committee or a sub-committee.

## 5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at ~~6pm~~ 7pm
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election



of the Chair of the Council at the next annual meeting of the Council.

- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders. (Amendments to Standing Orders to stand adjourned for adoption until the next Full Council meeting). and financial regulations; NB: Financial Regulations are reviewed by the Finance Committee held in May/June and adopted at the June Full Council meeting.
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. NB: Review of inventory of land and other assets including buildings and office equipment to be reviewed by Asset Management Committee in May/June/July and approved at the June/July Full Council meeting. ;
- xiv. NB: Confirmation of arrangements for insurance cover in respect of all insurable risks; to be undertaken by the Finance Committee in May under delegated powers.
- xv. NB: Review of the Council's and/or staff subscriptions to other bodies to be reviewed at the Finance Committee in May/June and approved by the June Full Council;
- xvi. Review of the Council's complaints procedure;
- xvii. NB: Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21); to be reviewed by the Finance Committee in May/June and approved by the June Full Council.
- xviii. NB: Review of the Council's policy for dealing with the press/media to be reviewed by the Staffing Committee and approved by the following Full Council meeting;
- xix. NB: Review of the Council's employment policies and procedures to be reviewed by the Staffing Committee and approved by the following Full Council meeting;
- xx. NB: Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence to be reviewed by the Finance Committee in May/June and be approved by the June Full Council meeting-
- xxi. Determining-Confirming the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. NB: The dates are determined earlier in the council calendar to ensure that diary commitments are made.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee ~~for a sub-committee~~ may convene an extraordinary meeting of the committee ~~for the sub-committee~~ at any time.
- d If the chair of a committee ~~for a sub-committee~~ does not call an extraordinary meeting within ( 3 ) days of having been requested to do so by ( 2 ) members of the committee ~~for the sub-committee~~, any ( 2 ) members of the committee ~~for the sub-committee~~ may convene an extraordinary meeting of the committee ~~for a sub-committee~~.

## 7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 5 ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## 8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## 9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10 ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( 8 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g ~~Motions received shall be recorded and numbered in the order that they are received.~~The Clerk shall date and time every motion received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;

- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

#### 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

#### e Confidential Notes:

(i) A Confidential Note for a related Minute will be marked "confidential" and with a "Confidential" water mark and will be included in the "Councillor Only" agenda pack circulated before the meeting when the minutes are approved and signed and not published on the website/or

posted to a Councillor if they do not receive their papers electronically. It will be approved and signed with the public minutes of the same number.

(ii) The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.

(iii) The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked "Confidential Notes for Minutes" in the Clerk's office, out of reach of the public.

(iv) A list to be kept of Confidential Notes for Minutes at the front of the file, to show the date, subject and Minute number.

## 12. DRAFT MINUTES

Full Council meetings ●  
Committee meetings ●  
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f Subject to the publication of draft minutes in accordance with standing order

12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made ~~by the Proper Officer~~ OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered ~~[by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required]~~ OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or
  - iii. it is otherwise appropriate to grant a dispensation.

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Chair or Vice Chair (if the complaint is about the Chair). The Clerk will notify the Council if a breach has been upheld via an agenda item at a public meeting so sanctions can be discussed and further action taken if necessary. If the complaint is not upheld, the Council will be notified via an agenda item to note the decision; with details of the complaint anonymised to enable lessons learnt, as long as it does not identify the councillor
- b Where the notification in standing order 14(d) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d \_\_\_\_\_
- ae Upon notification by the ~~Principal Unitary~~ Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against



**them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 7 ) days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority ~~in a book for such purpose;~~
- xv. ~~refer a planning application received by the Council to the [Chair or in their absence the Vice Chair (if there is one) of the Council] OR [Chair or in their absence Vice Chair (if there is one) of the (—) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [(—) committee];~~ shall notify all members of Council of every new planning application, and planning application decision made, on a weekly basis by forwarding the local authority notification email to all councillors and add all planning applications received by the Council on the agenda of the Planning Committee who meet every 21 days and have delegated powers to submit comments to the local authority
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d ~~At the Finance Committee meeting in May/June, the As soon as possible after the financial year end at 31 March,~~ the Responsible Financial Officer shall provide:
  - i. each ~~committee member councillor~~ with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the ~~Council-committee member~~ the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to ~~all councillors at least 14 days prior to anticipated approval by the Council, the Finance Committee to review in May/June and then to all councillors with the agenda papers for approval by the Full Council in June.~~ The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in

respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below [~~60,000~~ £40,000 excluding VAT] due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

**NOTE THEY HAVE REMOVED THE FOLLOWING CLAUSE:**

**c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

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b.d.

c.e. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated

responsibility.

- d.f. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

**This is the new wording:**

- e.g. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

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**This is what it previously said:**

- h. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

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## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the Staffing ( ) committee] OR a related working party [the ( ) sub-committee] is subject to standing order 11. NB: This is the Clerk's suggested wording, it used to just say Staffing Committee but I feel that the other options the council has, and has used, should be covered.

- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the ~~chair of [the ( ) committee] OR [the ( ) sub-committee]~~ or, if they are not available, the vice chair (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting Chair and Vice Chair of Council, and Chair of Staffing Committee of relevant unplanned absence, which they will report to the next council meeting if appropriate. -

- b.c NB the changes to clause b is the clerk's suggested wording, to reflect current practice

- e The chairs of the Council and Staffing Committee [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chairs shall upon a resolution

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conduct a review of the performance and annual appraisal of the work of [the ~~member of staff's job title~~Clerk]. The reviews and appraisal shall be reported ~~in writing~~verbally and are subject to approval by resolution by ~~[the ( ) committee]~~ OR ~~[the ( ) sub-committee]~~. Full Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].

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e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].

GREEN IS THE NEW TEXT AND YELLOW IS THE TEXT ON THE EXISTING STANDING ORDERS which seems a bit clearer?

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f In line with the Council's adopted Grievance Policy, wherever possible, any grievance should be raised informally with the employee's line manager (the Clerk). In the case of the Clerk to the Council raising a grievance this should be directed to the Chairman for the Council unless the complaint is about the Chairman in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from the Clerk should share the grievance with the Staffing committee and the issues should be treated with discretion and confidentiality at all times.

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g If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Clerk, or in the case of the Clerk, to the Chairman.

e

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fh Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

gi In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

~~b. [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.~~

~~OR~~

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

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21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.



22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

*~~The above is applicable to a Council with a common seal.~~*

**OR**

**~~[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]~~**

*~~The above is applicable to a Council without a common seal.~~*

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the ~~District and County Council OR~~ Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the ~~District and County Council OR~~ Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. Clerk's Note – not too sure on this one – does this contradict your previous decision to adjourn any changes to the next meeting so things are not done in the heat of the moment, and await the next meeting? Although you often “suspend standing orders” to allow a member of public to speak?
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( 2 ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

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## 27. ELECTIONS AND CO-OPTION

- a The Council will advertise any vacancy in the local press, council and community noticeboards, council website and social media sites.
- b Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. Election promotion will be via a full page advert in the Melksham News plus the methods in 27.a) to advertise a vacancy.
- c Prospective candidates being considered for co-option will be required to provide the council with a written statement of interest and to attend the Full Council Meeting when the vote takes place (where possible) to make a short presentation.
- d Co-option voting will take place during the relevant Full Council meeting by a show of hands against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote.
- e Candidates with the lowest vote will be eliminated and the Candidate with the highest vote will be duly elected. Where there is a tie, members will be required to repeat the process with just those candidates until a candidate has achieve a majority vote.
- f The Council reserve the right to not co-opt a prospective candidate, even if they are the only candidate, if they do not consider the candidate to be suitable for the seat.

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# MELKSHAM WITHOUT PARISH COUNCIL

## COMPLAINTS PROCEDURE

**Adopted on 13 May 2024**

**For review at Annual Council meeting 12<sup>th</sup> May 2025**

**Standing Orders state to be reviewed annually at the Annual Council meeting. In line with the latest model Standing Orders, the Chairman has been renamed Chair throughout.**

1. Melksham Without Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. Complaints by one Council employee against another Council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council at its annual meeting every May and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Wiltshire Unitary Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Wiltshire Unitary Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chair of the Council (in writing), who will report your complaint to the Complaints Committee of the Council or to the Council (as appropriate).
8. The Clerk or the Complaints Committee of the Council or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chair of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

## Contacts

The Clerk – Mrs Teresa Strange  
 Melksham Without Parish Council  
 Melksham Community Campus (First Floor)  
 Market Place  
 MELKSHAM  
 Wilts SN12 6ES

Telephone: 01225 705700  
 Email: clerk@melkshamwithout-pc.gov.uk

The Chair To be updated when the Chair appointed 12<sup>th</sup> May 2025

| <b>Review date (Annually at Annual Council in line with Standing Orders)</b> | <b>Amendments</b>                  |
|--|------------------------------------|
| 22 May 2023  | Approved with amendment to point 7 |
| 13 May 2024  | Approved (Min9(b))                 |
| 12 May 2025  |                                    |

## **Agenda item 10c**

### **To review Code of Conduct options and adopt**

#### **Clerk's Note**

As it's the start of a new 4 year term of council, this would be a good time to review the different options for the Code of Conduct.

The Localism Act 2011 contained provisions to replace the Standards framework, and allowed local councils to adopt their own Code of Conduct. There are several templates available.

In the past the parish council have adopted the Wiltshire Council Code of Conduct, as it's the Wiltshire Council Monitoring Officer who would investigate any complaints of breach of the Code. The parish council embedded their Member/Officer protocol following awareness of a local case that ignored the protocol as it was not considered part of the Code.

I have done some research into different templates, and the professional bodies NALC (National Association of Local Councils) SLCC (Society of Local Council Clerks) and LGA (Local Government Association) have provided a new guide/template/code, that they all endorse, with some guidance tailored to parish and town councils – this is some 48 pages long and I can send to you separately, I can't provide a link as you need to be logged in as a member to review. This guidance has come out since the parish council adopted the WC model in 2021 and is part of the "Civility and Respect" work.

I have looked at the Wiltshire Council Code, and that differs from the one that the parish council use based on theirs, and is very much aligned to the NALC/SLCC/LGA one; its almost word for word.

Perhaps a good way forward is to use the current Wiltshire Council Code of Conduct and embed the Member/Officer protocol, which NALC/SLCC/LGA guidance suggests – it suggests having a protocol.

Below is from the WC website, their current Code of Conduct, and you could ust replace the word Local Authority/Wiltshire Council with Melksham Without Parish Council as appropriate. I have put in the agenda pack the Code of Conduct that MWPC have been using for the last few years. I note in yellow highlight below that you will need to have some training, and I have sourced some, and if you wish to pledge to the national Civility and Respect agenda then you will need to agree to some training in any case – there are a couple of useful modules, including how to deal with social media etc.

## **From Wiltshire Council website:**

### **Wiltshire Council Members' Code of Conduct**

The Code of Conduct is available as [Part 12 of the Constitution](#)(opens new window).

As a Member or Co-opted Member of Wiltshire Council, I shall have regard to the following principles:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

To uphold these principles, I will follow the below Code of Conduct whilst carrying out my role.

#### **1. Respect**

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

#### **2. Bullying, harassment, and discrimination**

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equality and do not discriminate unlawfully against any person.

#### **3. Impartiality of officers of the council**

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

#### **4. Confidentiality and access to information**

4.1 I do not disclose information:

4.1.1 given to me in confidence by anyone;

4.1.2 acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless: 4.1.2.1 I have received the consent of a person authorised to give it;

4.1.2.2 I am required by law to do so;

4.1.2.3 The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

4.1.2.4 The disclosure is:

a) Reasonable and in the public interest; and

b) made in good faith and in compliance with the reasonable requirements of the local authority; and

c) I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests

4.3 I do not prevent anyone from getting information that they are entitled to by law.

## **5. Disrepute**

5.1 I do not bring my role or local authority into disrepute.

## **6. Use of position**

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.2 I do not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

## **7. Use of local authority resources and facilities**

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

7.2.1 act in accordance with the local authority's requirements; and

7.2.2 ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

## **8. Complying with the Code of Conduct**

8.1 I undertake Code of Conduct training provided by my local authority.



8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with all sanctions imposed on me and any recommendations agreed to be undertaken by me following a finding that I have breached the Code of Conduct and any undertakings that I have agreed to fulfil as part of the informal/alternative resolution of any alleged breach of the Code of Conduct.

## **9. Interests**

9.1 I register and disclose my interests as defined under Part 12B.

## **10. Gifts and hospitality**

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority, or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

## **11. Taking decisions**

11.1 When carrying out my public duties, I make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

11.2 I am as open as possible about my decisions and actions and the decisions and actions of my authority, and am prepared to give reasons for those decisions and actions.

11.3 I am accountable for my decisions to the public and will cooperate fully with whatever scrutiny is appropriate to my office.

This Code of Conduct sets out the minimum standards of conduct required of you as a Member.

This Code of Conduct should be read in conjunction with the guidance set out in [Part 12B of this Constitution](#)[\(opens new window\)](#) as well as the appendices included within Part 12A and Part 12B.



# MELKSHAM WITHOUT PARISH COUNCIL

## Code of Conduct (incorporating Protocol on Member/Officer Relations)

### Code of Conduct

#### General principles

You are a member or co-opted member of Melksham Without Parish Council and hence you shall have regard to the following principles - **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

#### Standards of councillor conduct

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

1. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
2. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
3. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
4. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
5. You must be as open as possible about your decisions and actions and

the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.

6. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below:
7. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

### **Registering and declaring pecuniary and non-pecuniary interests**

8. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.
9. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.
10. If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of authority at which you are present, whereby you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.
11. Following any disclosure of an interest which is not on the authority's Register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
12. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

# Protocol On Member/Officer Relations

## 1. Introduction and Principles

- 1.1 The purpose of this Protocol is to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council and to satisfy the ethical standards required.
- 1.2 Given the variety and complexity of such relations this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other circumstances.
- 1.3 This Protocol is to a large extent a written statement of current practice and convention. It seeks to promote greater clarity and certainty. If the Protocol is followed, it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.
- 1.4 This Protocol is consistent with the Members' Code of Conduct. Consequently, a breach of the provisions of this Protocol may also constitute a breach of these Codes.
- 1.5 This Protocol should be read in conjunction with the Codes of Conduct, and any guidance issued by the Standards Committee and/or Monitoring Officer of Wiltshire Council.

## 2. Limitations of Members' Authority

- 2.1. The authority of Members is collective and, as individuals, they have no authority to issue specific directions to any employee, or make criticism directly. Members must not formally inspect any Parish Council property without authority or issue orders or correspondence.
- 2.2. The long standing requirements on Members, as employers, were re-affirmed in law by an Employment Appeals Tribunal, *Moore v Bude & Stratton Town Council*. This confirmed that the Council collectively was the employer, that the unofficial actions of an individual Member could destroy the entire basis of the employer/employee relationship and that employees were entitled to a "reasonably congenial working relationship".

## 3. The Relationship: General Points

- 3.1 Whilst both Members and Officers are servants of the public and they are indispensable to one another the responsibilities are distinct. Members are responsible to the electorate and serve only so long as their term of office lasts. Members are responsible for setting policy. Officers are responsible to

the Council. Their job is to give advice to Members and the Council, and to carry out the Council's work under the direction and control of the Council and its various bodies.

- 3.2 At the heart of the Codes and this Protocol, is the importance of mutual respect. Member/Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Members and Officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.
- 3.3 Members must respect the impartiality and integrity of all the Council's Officers. Similarly, all Officers must respect the role of Members as elected representatives.
- 3.4. Inappropriate relationships can be inferred from language/style. To protect both Members and Officers, Officers should address Members at all formal meetings as Councillor or Chair. Save where circumstances clearly indicate that a level of informality is appropriate. Similarly, when addressing Officers at formal meetings of the Council, Members should address Officers by their post title.
- 3.5 A Member should not raise matters relating to the conduct or capability of an Officer in a manner that is incompatible with the objectives of this Protocol. This is a longstanding tradition in public service. An Officer has no means of responding to criticisms in public. If a Member feels he/she has not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Officer, he/she should raise the matter with the Clerk. Any action taken against an Officer in respect of a complaint, will be dealt with in accordance with this policy. If the concern relates to the Clerk then the Member should raise the issue with the Chairman.
- 3.6 An Officer should not raise matters with a Member relating to the conduct or capability of another Officer in a manner that is incompatible with the overall objectives of this Protocol.
- 3.7 Where an Officer feels that he/she has not been properly treated with respect and courtesy by a Member, he/she should raise the matter with the Clerk. In these circumstances the Clerk will take appropriate action either by approaching the individual Member and/or the Chairman or by referring the matter to the Monitoring Officer in accordance with the Code of Conduct.

#### **4. Roles of Members And Officers**

- 4.1 Members have four main roles:
  - Determining the policy of the Council
  - Monitoring and reviewing the performance of the Council in implementing that policy and delivering services

- Representing the Council externally
- Acting as advocates on behalf of their constituents and the wider community

#### 4.2 Officers have the following main roles:

- Initiating policy proposals
- Implementing agreed policy, managing and providing services and being accountable for the efficiency and effectiveness of the services provided
- Providing professional advice to the Council, its various bodies and individual members
- Ensuring the Council always acts in a lawful manner

### 5. The Council Decision Making Process

- 5.1 Day to day decision making remains the responsibility of the Clerk as delegated by the Parish Council.
- 5.2 Members must always remember that decisions and policies, once determined by the Parish Council are binding.

### 6. The Relationship: General Points

- 6.1 Officers are responsible for day-to-day managerial and operational decisions within the Council and will provide support to all Members in their various roles.
- 6.2 In giving such advice to Members and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and make recommendations. Members should not seek to pressure the Officer to make a recommendation contrary to the Officer's professional view because of their wish to express a contrary view.
- 6.3 The Clerk has certain statutory roles which need to be understood and respected by all Members. Members must respect these statutory obligations, must not obstruct the Clerk in the discharge of his/her responsibilities and must not victimise him/her for discharging his/her responsibilities.
- 6.4 The following key principles reflect the way in which Officers generally relate to Members:-
- All Officers are employed by, and accountable to the Council as a corporate body
  - Support from Officers is needed for all of the authority's functions
  - Day to day managerial and operational decisions should remain the responsibility of the Clerk and other Officers and
  - All Officers will be provided with training and development to help them support the various Member roles effectively.

- 6.5. Finally, it must be remembered that Officers within the Parish Council are accountable to the Clerk and whilst Officers should always seek to assist a Member, they must not, in so doing, go beyond the bounds of whatever authority they have been given by the Clerk.

## **7. Preparation Of Council Agendas, Minutes And Reports And Conduct Of Meetings**

- 7.1. The Clerk, or other appointed Officer, although responsible under statute for preparing the agendas for all meetings of the Parish Council, Committees, Subcommittees and Working Parties and for circulation of them to meet statutory requirements, will normally do so in consideration with the appropriate Chair. Additional matters for discussion may only be considered at the discretion of the Chair, in agreement with the Clerk.
- 7.2. The Clerk, or other appointed Officer, is responsible for the content of all Minutes and for circulation of them to meet statutory requirements.
- 7.3. An Officer will be present at all meetings involving Members of the Parish Council and will advise on any questions relating to Standing Orders, Financial Regulations, legal requirements or committee procedures and will produce formal minutes of the meeting.
- 7.4. When a named Officer has produced a written report for the consideration of Members he/she is known as the “lead Officer” for the particular topic and is always given the opportunity to introduce the report and answer any questions about it, preferably having received notice verbally or in writing.
- 7.5. The lead Officer may not necessarily be the same Officer who attends to give advice on legal requirements or procedures and produce the minutes as referred to in 7.3 above.
- 7.6. All Committee reports will contain a Recommendation where appropriate, which formally sets out the best advice from the Officer concerned, although the decision to accept this or not rests with the Members. Members should raise issues with that Officer prior to the meeting if at all possible.
- 7.7. Any Member is entitled to submit a Notice of Motion relevant to some question over which the Parish Council has power or which affects its area, for inclusion on the Parish Council Agenda. It must be received by letter or email by 7 days before the council meeting. Any such motion, on being adopted, would stand referred to the relevant Committee if it related directly to the Parish Council’s services.
- 7.8. Unless authorised otherwise by the Chair of the meeting concerned, during Committee meetings, all mobile telephones and other electronic devices will be switched to silent.,.

- 7.9 All Members shall seek the advice of the Clerk where they consider there is doubt about the vires for a decision or where they consider a decision might be contrary to pre-determined policies of the Council.
- 7.10 Members and Officers should be mutually supportive in order to minimise any potential embarrassment to the Council. Criticism of officers should be dealt with in private and, by the same token, Officers will never be publicly critical of the Council or its policies.

## **8. The Relationship: Officer Support: Member And Party Groups**

- 8.1 It must be recognised by all Officers and Members that in discharging their duties and responsibilities they serve the Council as a whole.
- 8.2 The only basis on which the Council can lawfully provide support services (e.g. stationery, typing, printing, photo-copying, transport etc) to Members is to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity.

## **9. Members' Access To Information And To Council Documents**

- 9.1 Members have the right to ask for information pursuant to their legal rights to information. This right extends to such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as a Member of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.
- 9.2 As regards the legal rights of Members to inspect Council documents, these are covered partly by statute and partly by the common law.
- 9.3 Members have a statutory right to inspect any Council document which contains material relating to any business which is to be transacted by the Council.
- 9.4 The common law rights of Members remain intact and are much broader and are based on the principle that any Member has prima facie right to inspect Council documents so far as his/her access to the document is reasonably necessary to enable the Member properly to perform his/her duties as a Member of the Council. This principle is commonly referred to as the 'need to know' principle.
- 9.5 The exercise of this common law right in regard to sensitive information depends therefore, upon an individual Member being able to demonstrate that he/she has the necessary 'need to know'. In this respect a Member has no right to 'a roving commission' to go and examine documents of the Council.



Mere curiosity is not sufficient. The crucial question is the determination of the 'need to know'. This question must initially be determined by the Clerk.

- 9.6 In some circumstances (e.g. a meeting of the Council or its bodies and a Member wishing to inspect documents relating to the business of that meeting) a Member's 'need to know' will normally be presumed. In other circumstances (e.g., a Member wishing to inspect documents which contain personal information about third parties) the Member will normally be expected to justify the request in specific terms.
- 9.7 Further and more detailed advice regarding Members rights to inspect Council documents may be obtained from the Clerk.
- 9.8 Finally, any Council information provided to a Member must only be used by Members for the purpose for which it was provided, i.e. in connection with the proper performance of the Member's duties as a Member of the Council. Therefore, for example, early drafts of Committee reports/briefing papers are not suitable for public disclosure and should not be used other than for the purpose for which they were supplied.

## **10. Correspondence**

- 10.1 Correspondence between an individual Member and an Officer should not normally be copied (by the Officer) to any other Member. Where exceptionally it is necessary to copy the correspondence to another Member, this should be made clear to the original Member. In other words, a system of 'silent copies' should not be employed.
- 10.2 Official letters on behalf of the Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. Letters which, for example, create legal obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

## **11. Publicity and Press Releases**

- 11.1 Local authorities are accountable to their electorate. Accountability requires local understanding. This will be promoted by the Authority by explaining its objectives and policies to the electors and taxpayer. In recent years, all local authorities have increasingly used publicity to keep the public informed and to encourage public participation. Every Council needs to tell the public about the services it provides. Increasingly, local authorities see this task as an essential part of providing services. Good, effective publicity aimed to improve public awareness of a Council's activities is, in the words of the Government, to be welcomed.
- 11.2 Publicity is, however, a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential, therefore, to ensure that local authority decisions on publicity are properly made in accordance with clear principles of good practice. The

government has issued a Code of Recommended Practice on Local Authority Publicity. The purpose of the Code is to set out such principles. The Code develops the conventions that should apply to all publicity at public expense and which traditionally have applied in both central and local government. The Code is issued under the provisions of the Local Government Act 1986 as amended by the Local Government Act 1988 which provides for the Secretary of State to issue Codes of Recommended Practice as regards the content, style, distribution and costs of local authority publicity and such other matters as he/she thinks appropriate. That section requires that all local authorities shall have regard to the provisions of any such Code in coming to any decision on publicity.

- 11.3 Officers and Members of the Council will, therefore, in making decisions on publicity, take account of the provisions of this Code. If in doubt, Officers and/or Members should initially seek advice from the Clerk. Particular care should be paid to any such publicity used by the Council around the time of an election. Particular advice will be given on this by the Clerk.
- 11.4 The Clerk is the Parish Council's press officer, and as such all press publications should be issued by the Clerk and be the view of the Council as a Corporate Body. This includes publicity on social media platforms as well as press publications.

## **12. Members In Their Ward Role and Officers**

- 12.1 Whenever a public meeting is organised by the Council to consider a local issue, all the Members representing the Ward or Wards affected will as a matter of course, be invited to attend the meeting. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, the Ward Members will be notified at the outset of the exercise.
- 12.2 Should Members or local residents convene a local meeting; Officer attendance will be at the discretion of the Clerk and will take account of the purpose of the meeting.
- 12.3 In all circumstances, the role of Officers at such meetings is to provide information on the topic under consideration and any decision making process which might be relevant, but not to offer or share judgements. Officers will seek to assist in the effective engagement of the community but will be mindful at all times of the integrity of the formal decision making process.
- 12.4 Members attending local consultation meetings, which may on occasion give rise to heated debate, should be mindful of the restrictions on the responses available to Officers and both Officers and Members should act at all times in accordance with their respective Codes of Conduct.

### **13. Access To Premises**

- 13.1 Officers have the right to enter Council land and premises to carry out their work.
- 13.2 Members have a right of access to Council land and premises to fulfil their duties. When making visits as individual members, member should:
- whenever practicable, notify and make advance arrangements with appropriate manager or officer in charge;
  - comply with health and safety, security and other workplace rules;
  - not interfere with the services or activities being provided at the time of the visit;
  - if outside his/her own ward notify the ward members beforehand; and
  - take special care at schools and establishments serving vulnerable sections of society to avoid giving any impression of improper or inappropriate behaviour.

### **14. Use Of Council Resources**

- 14.1 The Council provides all members with services such as typing, printing and photocopying, and may provide goods such as stationery and computer equipment, to assist in them discharging their roles as members of the Council. These goods and services are paid for from the public purse. They should not be used for private purposes or in connection with party political campaigning activities.
- 14.2 Members should not put pressure on staff to provide resources or support which officers are not permitted to give.

### **15. Conclusion**

- 15.1 Mutual understanding and openness on these sort of sensitive issues and basic respect are the greatest safeguard of the integrity of the Council, its Members and Officers.
- 15.2 Questions of interpretation of this Protocol will be determined by the Clerk.
- 15.3 Copies of the Protocol will be issued to all Members, upon election, and all Officers.

|  |  |
|--|--|
| <b>Review date (Annually at Annual Council in line with Standing Orders)</b> |  |
|--|--|

|   |  |
|---|--|
| Reviewed Code of Conduct Policy against the LGA version in May 2021 (Min 08/21) | Agreed to continue with MWPC Model.  |
| Full Council July 2021 (Min 164(b)/21)  | Agreed to merge the Code of Conduct and Protocol on Member/Officer Relations into one Policy document. |
| Adopted Annual Council 22 May 2023 (Min 10b).                                   |  |
| Adopted Annual Council 13 May 2024 (Min 9c)                                     |  |



Campaigns 12 Dec 2022

# LOCAL GOVERNMENT ASSOCIATION MODEL COUNCILLOR CODE OF CONDUCT 2020 AND GUIDANCE FOR PARISH AND TOWN COUNCILS

One of the critical issues already identified is that the Code of Conduct produced by the Local Government Association (LGA) has not been widely adopted. The Civility and

Respect Project has endorsed the **LGA Model Councillor Code of Conduct 2020**, and the guidance notes aim to help with understanding and consistency of approach towards the code.

The code is a template for parish and town councils to adopt as a whole or with amendments to consider local circumstances. The code and guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government.

While it sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of the local government.

The Civility and Respect Project has worked with **Hoey Ainscough Associates Ltd** to revise the LGA Model Councillor Code of Conduct 2020 guidance to reflect the needs of parish and town councils. We, the LGA, and the Society of Local Council Clerks have approved the revised guidance.

The LGA produced a revised Code of Conduct in December 2020, supported by guidance in July 2021. The supporting guidance was a beneficial document but not tailored to the nuances of parish and town councils. With the LGA's support, the Civility and Respect Project has revised the guidance to reflect the needs and situations relevant to parish and town councils.

The guidance covers the following:

- The general principles of councillor conduct
- Application of the model councillors' code of conduct
- General obligations under the code include respect, bullying, harassment, discrimination, impartiality, and

misuse of position.

- Protecting the reputation of the council, including declarations of interest and bias and pre-determination

---

 **Guidance on the Local Govern...**  
525 KB


**DOWNLOAD**

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## RELATED TOPICS

Civility and respect

---

 [Return to listing](#)

## YOU MAY ALSO BE INTERESTED IN



## **AGENDA ITEM 10d**

### **To confirm the council meets the eligibility criteria for the General Power of Competence**

Extract from NALC Advice Note: Local Council General Powers (England) last updated Dec 2023 **with Clerk's Notes in red.**

#### **Introduction**

Local councils in England can rely on general powers to act and spend money unless they are restricted from doing so. This Note will look at the scope of the general powers and what councils can and cannot do. The powers are as follows:

- Section 137 of the Local Government Act 1972
- The general power of competence (if eligible)

#### **Overview of the powers**

Section 137 of the Local Government Act 1972 (the 1972 Act) enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. However, it is limited in a number of ways. Section 137 cannot be used by a local council that is eligible to exercise the General Power of Competence (GPC) except to donate money to certain charities and appeals (section 137(3)). The relationship between section 137 and the GPC is an important one and is explained further below.

#### **The General Power of Competence**

Section 1(1) of the Localism Act 2011 (the 2011 Act) provides that a local authority has the power to do anything that individuals generally may do. "Local authority" is defined in section 8 of the 2011 Act and includes an eligible parish council. Section 2 sets out the boundaries of the general power. Subsection (2) provides that the general power does not enable an eligible local council to do (a) anything which the authority is unable to do by virtue of a pre-commencement limitation, or (b) anything which the authority is unable to do by virtue of a post-commencement limitation which is expressed to apply (i) to the general power, (ii) to all of the authority's powers, or (iii) to all of the authority's powers but with exceptions that do not include the general power.

The prescribed criteria that a local council is required to fulfil in order to become an eligible parish council are set out in the parish councils (General Power of Competence) (Prescribed Conditions) Order 2012. It confirms that a local council is eligible to use the general power of competence if:



- It has a qualified clerk. YES (CiLCA, and the required add on module as the qualification pre-dates the Power
- A minimum of two-thirds of the total number of councillors have been elected.

YES, two thirds of 13 (total membership of MWPC) is 8.67, which is rounded up to 9, and 9 councillors were elected (uncontested) on 1<sup>st</sup> May 2025.

- It has resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions.

To be done at Annual Council meeting on 12<sup>th</sup> May 2025

The relevant date for eligibility purposes is the annual meeting in a year of ordinary elections. As such, if a council loses a qualified clerk or does not have two-thirds of elected councillors in the intervening period between relevant annual meetings, the council will remain eligible until the next annual meeting in a year of ordinary elections. Having a qualified deputy clerk or responsible financial officer is not sufficient if the clerk is not qualified.

A qualified clerk means one who has attained one of the:

- Certificate in Local Council Administration (CiLCA)
- Certificate of Higher Education in Local Policy
- Certificate of Higher Education in Local Council Administration
- The first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications and the clerk completed training on the General Power of Competence unless such training was part of obtaining a qualification mentioned above.

Unlike expenditure incurred by a council under section 137 of the 1972 Act, the GPC imposes no statutory maximum limit to the level of expenditure that may be incurred by an eligible parish council. Paragraph 7 of Schedule 5 to Local Government and Public Involvement in Health Act 2007 means that an eligible parish council cannot incur expenditure under section 137 except under section 137(3) to contribute to the funds of charities in furtherance of their work in the United Kingdom, not for profit bodies operating in the UK and mayoral appeals.

Local councils which are not eligible councils for the purposes of the GPC retain the power to incur expenditure under section 137.



## CIVILITY AND RESPECT PLEDGE

Now is the time to prioritise civility and respect and start a culture change in the parish and town council sector. We are introducing the Civility and Respect Pledge because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for, enabling them to demonstrate their commitment to addressing poor behaviour across and fostering positive changes that support civil and respectful conduct.

You can see how parish and town councils have signed up for the pledge using our [tracker](#) and where those councils are located using our [mapper](#).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**Please complete this form to sign up your council to the pledge. Once completed, you'll receive a certificate by email, and your council will be listed alongside others a national map, showing the councils that have signed up.**

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

# CIVILITY AND RESPECT PLEDGE

We asked sector-leading representatives to explain what the Civility and Respect Pledge is and why it's important for parish and town councils to sign up to help tackle poor behaviour and join the culture change.

## NATIONAL ASSOCIATION OF LOCAL COUNCILS

We are the only recognised national membership organisation for community, neighbourhood, parish, and town councils. We believe these vibrant and dynamic councils are at the centre of community effort, delivering services and giving their communities a democratic voice.



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### Terms of use

Civility and respect courses

Essential skills courses

IT and online skills courses

Parish & town council courses

## Standards in public life

### Standards in public life

This module is designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors. Lea ... (see more)

GBP £16.00      Buy

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## Respectful and positive social media for councils and councillors

### Respectful and positive social media for councils and councillors

In this introductory e-learning module we'll consider the opportunities and risks associated with social media from a civility and respect perspective. We will explore ... (see more)

GBP £16.00      Buy

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## Leadership in challenging situations for councils and councillors

### Leadership in challenging situations for councils and councillors

In this introductory e-learning module we will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'de ... (see more)

GBP £16.00      Buy

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## Personal resilience for councils and councillors

### An introduction to emotional intelligence and personal resilience

In this introductory e-learning module we develop a better understanding of where our behaviour comes from and we'll consider what resilience and emotional intelligence ... (see more)

GBP £16.00      Buy



**Mental health awareness**

This online course in Mental Health Awareness has been developed by healthcare training experts, Espirita. It seeks to highlight the issues related to mental health disor ... (see more)

GBP £16.00      Buy



**Introduction to behavioural agility**

Written by best-selling author Liggy Webb, considered a leading authority in resilience and behavioural agility, shows us how to reduce unhealthy stress and lighten our l ... (see more)

GBP £16.00      Buy



**Introduction to changing behaviours**

Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, teaches us how we can rewire our brains to form new neural connections, freei ... (see more)

GBP £16.00      Buy



## An introduction to resilience

### Introduction to resilience

Best-selling author and leading authority on resilience, Liggy Webb, brings us the core principles and practical advice needed to build our personal resilience via positi ... (see more)

GBP £16.00

Buy

## Equality, diversity and inclusion essentials

### Equality, diversity and inclusion essentials

Equality, diversity and inclusion essentials by Nimble Elearning. This course addresses threats to equality such as discrimination, harassment and victimisation, and look ... (see more)

GBP £16.00

Buy

## Modern slavery essentials

### Modern slavery essentials

This course explores the concept of modern day slavery and addresses the signs that might suggest a vulnerable person is being exploited.

GBP £16.00

Buy

## Personal safety essentials

### Personal safety essentials

This course seeks to improve personal safety awareness and provides tips and advice on how to keep



yourself safe at work, at home, in public places and while travelling.

GBP £16.00      Buy

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## Stress management essentials

### Stress management essentials

Stress management essentials by Nimble Elearning. This course explains what stress is, looks at ways to reduce stress and offers coping strategies to better manage stress ... (see more)

GBP £16.00      Buy

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## Introduction to local councils

### Introduction to local councils

This eLearning module includes a range of activities to help you develop your knowledge of Parish and Town Councils There will be a short assessment at the end of topics ... (see more)

GBP £16.00      Buy

# Positive Conduct equals Positive Democracy


We are supporting local councillors and clerks to help Wiltshire be the leading county on promoting positive conduct and democracy.


We have launched our Positive Conduct equals Positive Democracy campaign for local councillors and clerks. The campaign builds on the good work already happening in the county and looks to support the sharing of good practice, facilitating honest conversations and looking to collectively find solutions to any issues or barriers that might be preventing positive local democracy from taking place.

We have produced a toolkit full of hints, tips and useful links to help support the smooth running of local council meetings and good practice for dealing with challenging local issues in order to achieve positive and productive outcomes for local communities.

We have also created a Positive Conduct equals Positive Democracy Charter, and we encourage local councillors and clerks to sign up to it, in order to show their support and commitment to be a positive conduct ambassador in their role and embody and promote high standards in public life.


## Toolkit

 [Positive Conduct equals Positive Democracy Toolkit \(PDF, 953 KB\)](https://www.wiltshire.gov.uk/media/9477/Positive-Conduct-equals-Positive-Democracy-Toolkit/pdf/Positive_Conduct_Equals_Positive_Democracy_Toolkit.pdf?m=1657200651497)  
([https://www.wiltshire.gov.uk/media/9477/Positive-Conduct-equals-Positive-Democracy-Toolkit/pdf/Positive\\_Conduct\\_Equals\\_Positive\\_Democracy\\_Toolkit.pdf?m=1657200651497](https://www.wiltshire.gov.uk/media/9477/Positive-Conduct-equals-Positive-Democracy-Toolkit/pdf/Positive_Conduct_Equals_Positive_Democracy_Toolkit.pdf?m=1657200651497))

 [Positive Conduct equals Positive Democracy Toolkit \(OpenDocument text format, 27 KB\)](https://www.wiltshire.gov.uk/media/9478/Positive-Conduct-equals-Positive-Democracy-Toolkit/default/Positive_Conduct_equals_Positive_Democracy_toolkit_.odt?m=1657201432250)  
([https://www.wiltshire.gov.uk/media/9478/Positive-Conduct-equals-Positive-Democracy-Toolkit/default/Positive\\_Conduct\\_equals\\_Positive\\_Democracy\\_toolkit\\_.odt?m=1657201432250](https://www.wiltshire.gov.uk/media/9478/Positive-Conduct-equals-Positive-Democracy-Toolkit/default/Positive_Conduct_equals_Positive_Democracy_toolkit_.odt?m=1657201432250))

## Charter

Printable and digital version of our charter:

 [Positive Conduct equals Positive Democracy digital charter \(PDF, 139 KB\)](https://www.wiltshire.gov.uk/media/9474/Positive-Conduct-equals-Positive-Democracy-digital-charter/pdf/Positive_Conduct___Positive_Democracy_Charter_Digital.pdf?m=1657122064197)  
([https://www.wiltshire.gov.uk/media/9474/Positive-Conduct-equals-Positive-Democracy-digital-charter/pdf/Positive\\_Conduct\\_\\_\\_Positive\\_Democracy\\_Charter\\_Digital.pdf?m=1657122064197](https://www.wiltshire.gov.uk/media/9474/Positive-Conduct-equals-Positive-Democracy-digital-charter/pdf/Positive_Conduct___Positive_Democracy_Charter_Digital.pdf?m=1657122064197))



[Positive Conduct equals Positive Democracy\\_printable charter \(PDF, 102 KB\)](https://www.wiltshire.gov.uk/media/9476/Positive-Conduct-equals-Positive-Democracy-printable-charter/pdf/Positive_Conduct___Positive_Democracy_Charter_printable_version.pdf?m=1657123603933)  
([https://www.wiltshire.gov.uk/media/9476/Positive-Conduct-equals-Positive-Democracy-printable-charter/pdf/Positive\\_Conduct\\_\\_\\_Positive\\_Democracy\\_Charter\\_printable\\_version.pdf?m=1657123603933](https://www.wiltshire.gov.uk/media/9476/Positive-Conduct-equals-Positive-Democracy-printable-charter/pdf/Positive_Conduct___Positive_Democracy_Charter_printable_version.pdf?m=1657123603933))

## Councillors and clerks

Councillors and clerks are encouraged to sign the charter show their support and commitment to what we're trying to achieve.

To let us know you have signed it, email [governance@wiltshire.gov.uk](mailto:governance@wiltshire.gov.uk) (<mailto:governance@wiltshire.gov.uk>) with the following information:

- your full name
- your role title
- the council you represent

# POSITIVE CONDUCT equals POSITIVE DEMOCRACY charter

THIS CHARTER HAS BEEN AGREED BY

I pledge to be a positive conduct ambassador in my role  
and embody and promote high standards in public life

SIGNATURE



DATE

Wiltshire Council



# MELKSHAM WITHOUT PARISH COUNCIL

## ROLES AND RESPONSIBILITIES OF A PARISH COUNCILLOR

- Effectively represents the interests of their ward or parish.
- Fulfils and enacts any statutory requirements of an elected member of the Council.
- Actively and constructively contributes to good governance.
- Actively encourages community participation and citizen involvement in the work of the Council.
- Encourages people to take up their roles of active and engaged citizenship.
- Knows and has contact with key local stakeholders.
- Represents the Council to the community, and the community to the Council, using all appropriate means.
- Is a channel of communication for the ward or parish and ensures constituents are informed of services available; decisions that affect them and the reasons for those decisions.
- Develops and maintains a working knowledge of organisations (including principal councils) operating within the area which have an impact on the wellbeing of both the community and the council as a whole.
- Deals with constituents' enquiries and representations fairly and without prejudice.
- Carries out case work for constituents and represents their interests, or enables the constituents to take action to deal with the matter themselves.
- Identifies and works with local "hard to reach" and under-represented groups to ensure their views can be identified.
- Contributes to the formation of the Council's policies and plans by active involvement in the Council meetings, committees and working parties.
- Undertakes appropriate training and development to help fulfill the requirements of the Councillor role.
- Acts as the Council's representative on outside bodies and reports back on their activities.
- Champions the causes which relate to the interests and sustainability of the Council's area and campaigns for improvement in the quality of life of those living in, working in or visiting the area.

Wiltshire Association of Local Councils – January 2013  
Adopted by Melksham Without Parish Council, 15 May 2017  
Re-adopted at the Annual Council meeting on 22 May 2023

## **AGENDA ITEM 10g    Publication of Councillor Contact Details**

### **Clerk's Note**

Whilst addresses of property owned and lived in, in the parish, need to be on the Register of Interests – which is on the Wiltshire Council website with a link from the MWPC website, are members happy with the existing arrangements?.

- On the Website and in the Quarterly Newsletter in the Melksham News – just photo and email address
- On Noticeboards and in Diary Card and Annual Parish booklet – Email address, Telephone number, Home address?
- For the 4 in ward covering Shaw & Whitley – advert in the Connect magazine and in the “What to do in a flood” leaflet - Email address, Telephone number, Home address?



# MELKSHAM WITHOUT PARISH COUNCIL

For review at Annual Council 12<sup>th</sup> May 2025

Formatted: Superscript

## COMMITTEE STRUCTURE AND TERMS OF REFERENCE

### 1. NUMBER AND NAMES OF COMMITTEES

There shall be five Standing Committees of the Parish Council called:-

1. Finance Committee
2. Planning Committee
3. Staffing ~~and Resources~~ Committee
4. Asset Management Committee
5. Highways and ~~Street Scene~~ Streetscene Committee – does the title cover Rights of Way too? does it need to?

### 2. PURPOSE & DELEGATED AUTHORITY

The purpose of committees is to assist the Council as a whole to fulfil its responsibilities and functions as swiftly and efficiently as possible, by ensuring matters are thoroughly examined so that decisions are based on well-informed opinion. The Council as a corporate body, has ultimate responsibility for committee activities and committees report to the main Council. All committee recommendations and decisions will therefore be formally recorded by the Clerk and referred to the main Council for final ratification and approval. Where the Council chooses to delegate authority to a committee this will be done via a formal Council resolution prior to the Committee meeting.

### 3. FREQUENCY OF MEETINGS & FUNCTION

While the five main committees are Standing Committees, the frequency of meetings for committees will vary according to their function and responsibilities.

#### 3.1. **Finance Committee:** The Finance Committee will meet at least 3 times per year in May/June, March and January. It will function to:

- a) Be responsible for all Council matters directly relating to finance and spending
- b) Prepare and monitor the Council budget (January)
- c) Recommend the Council precept, based on budget requirements (January)
- d) Ensure Council funds are managed and invested for maximum return

- e) Consider grant applications and allocate grant aid (March (February in an election year)
- f) Carry out an Annual Review of the Council Insurance Policy to ensure Council assets are properly insured and liabilities covered (May)
- g) Carry out an Annual Review of Financial Regulations (May/June) & Risk Register (May/June/January)
- h) Carry out a review of Year End Accounts, Audit requirements and Compliance to Transparency Code (May/June)
- i) Finance Committee members will sign cheques and authorise online banking payments in the office monthly and as required (2 signatories) in line with Financial Regulations.

**3.2. Planning Committee:** The Planning Committee will meet every 3 weeks to review planning applications if necessary. It will function to:-

- a) Ensure all planning applications are properly considered within the legal time framework of three weeks, set by Wiltshire Council. The Planning Committee has delegated powers to submit comments on planning applications, licenced premises applications, street trading applications and pre-application consultations. Officers have delegated powers to automatically submit original comments made on the planning application, to the Planning Inspectorate for Appeals.
- b) Consider other planning matters and correspondence, including any queries and discussions relating to s106 legal agreements.
- c) Refer any planning item to Full Council as and when necessary.
- d) Nominate Committee members to attend planning inquiries, and Wiltshire Council Planning Committees (Strategic & Western Area) and to attend planning site meetings.
- e) To Review the minutes of the Neighbourhood Plan Steering Group Meetings. To receive updates from the Neighbourhood Plan Steering Group and to consider and give a steer to parish council representatives on the Steering Group.
- f) To meet with developers at pre-application stage and as projects progress, in line with the Pre-App Policy in the Neighbourhood Plan.
- g) To give delegated powers to submit responses to informal and formal consultations when the deadline means Full Council are unable to approve recommendations of the Planning committee:
  - Government consultations on Planning issues
  - Wiltshire Council consultations on Planning issues Eg Design Code, Gypsy & Traveller Plan,
  - Pre-application consultations by developers
  - Neighbourhood Plan consultations from neighbouring parishes

**3.3 Staffing Committee:** The Staffing Committee will meet as required. It will function to:

- a) Appoint members of staff in liaison with the Clerk.
- b) Conduct staffing interviews and assessments.
- c) Assess job contracts and job descriptions to ensure they meet Council requirements and are in line with current legislation.
- d) Be responsible for staff health and safety in the work environment and risk assessment.
- e) Encourage appropriate training for staff development



- f) Advise on staff-related matters; e.g. appropriate pay rates, disciplinary matters, disputes etc
- g) Review staffing policies regularly.

Should any disciplinary matter be discussed by the Staffing Committee, then the Chair of Council will leave the room and not be included in the circulation of papers and correspondence.

**3.4 Asset Management Committee:** The Asset Management Committee will meet as required. It will function to:

- a) Seek quotes on the provision, maintenance, repair or renewal of assets in the parish to inform the Finance Committee/Full Council.
- b) Review and assess quarterly written play area reports, identifying any actions required; and Annual Independent Play Area inspection reports.
- c) Address continued management of Bowerhill Pavilion and Sports Field, including annual maintenance contracts and the promotion of hiring of the facilities.
- d) Liaise with Shaw Village Hall Management Committee & Berryfield Village Hall Management Company to ensure maintenance schedules are adhered to so the buildings ~~is~~ are suitably maintained and insured for its users.
- e) Review Allotment Tenancy Agreement and annual rent charges. Consider correspondence and requests from Allotment Tenants.
- f) Officers to have delegated powers to accept new bookings for the Bowerhill Sports Field and arrange suitable charges and for the Clerk to consult with the Chair and Vice Chair of the Asset Management Committee if necessary.
- g) Review Council resources, including parish and office equipment, to ensure staff are properly equipped to carry out work demands.

**3.5 Highways and Streetscene Committee:** The Highways and Streetscene Committee will meet every three months in line with Wiltshire Council Local Highways and Footpath Improvement Group (LHFIG)

It will function to:

- a) Consider all Highways, Footpaths & Rights of Way issues, recommending those to be supported and requested for action via LHFIG, within a timeframe that allows the Council Appointed Representative to report back to the next LHFIG meeting and submission of requests in time for the LHFIG agenda.
- b) Officers have delegated powers to consider all non-statutory Highways and Streetscene jobs to be carried out by the Parish Steward, prioritise these and report to Wiltshire Council using their approved system. The committee will set the overall priorities for the Parish Steward tasks.
- c) Consider correspondence and requests from residents on Highways and Streetscene matters.
- d) Make recommendations for jobs to be addressed by the Parish Caretaker that do not fall under the statutory remit of Wiltshire Council or the Parish Steward.

#### 4. CHAIRMAN & MEMBERSHIP

The Chair and Vice-Chair will be ex-officio members on all committees ~~(To review during 4 year term of office)~~ **THIS NEEDS REVIEW!!!**

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In line with Standing Order 4)d)vi) Every Committee shall at its first meeting before proceeding to any other business elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council. If both the Committee Chair and Vice-Chair are unable to attend, the Committee may elect a Chair for that Meeting.

Every member of the Council will be expected to serve on at least one Committee. *Highlighted to draw attention to this clause*

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The quorum for committees wholly comprised of Council Members is half of the members on each committee **(All committees are currently 7 members, therefore the Quorum is 4 Members)**.

Only members nominated to serve on a Committee may vote on committee decisions made, unless attending as a substitute.

In line with Standing Order 4d)v) A member who is unable to attend a committee meeting may send another suitable councillor as a substitute for that meeting. The substitute may then vote in that meeting on any resolution on behalf of the committee member. The member must inform an officer of the proposed substitution in advance of the committee meeting.

All Council members are welcome to attend any Committee meetings and may speak at the discretion of the Chair.

#### 5. NUMBER OF MEMBERS ON COMMITTEES

The number of members on committees will be as follows:

##### **Finance Committee**

Chair, Vice-Chair & 5 Council members

##### **Planning Committee**

Chair, Vice-Chair & 5 Council members

##### **Staffing & Resources Committee**

Chair, Vice-Chair & 5 Council members

##### **Asset Management Committee**

Chair, Vice-Chair & 5 Council members

## **Highways & Streetscene Committee**

Chair, Vice-Chair & 5 Council members

### **6. RULES OF AGENDA, PROCEDURE AND DEBATE**

Any item for an Agenda on any committee, if not referred to the Committee by Full Council will need to be communicated in writing (email is sufficient) to the Clerk at least ten days prior to the Committee Meeting in question.

The Clerk will give Committee members at least three days clear notice of a committee meeting, including Saturdays but excluding Sundays. All Committee meetings will be advertised at least three clear days prior to a meeting.

The Council rules of procedure and debate as detailed in the Council Standing Orders, will apply to all committees.

All discussion on an item will be directed through the Chair. A member may speak for up to 3 minutes on any particular item. Once a committee decision has been made in the normal way via a proposer, and seconder and formal vote, no further discussion may place on that item.

All committees will have regard to Council policy already in place.

Any major expenditure item, which has not already been included in the Council budget for the year in which funds are required, will be referred to the next meeting of the Council and if necessary the next Finance Committee meeting for consideration.

Declarations of Interest, pecuniary or otherwise, must be declared by all members at the commencement of a committee meeting and recorded in the Minutes. If during a meeting a Member realises they have an interest in a particular item, they should declare it.

### **7. ATTENDANCE OF PRESS AND PUBLIC**

The press and public are welcome to attend all Committee meetings. The Committee will adjourn to allow for a period for public participation if members of the public attend. The time allowed for public participation will be at the discretion of the Chair.

Exclusion of the press and public will not be exercised generally but will only take place by resolution, for a particular occasion, if publicity would prejudice the public interest by reason of the confidential nature of the business under discussion. Reasons for exclusion are in accordance with the Public Bodies (Admissions to Meetings) Act 1960: matters relating to employees, terms of tenders, proposals and counter-proposals in contract negotiations, preparation of legal cases, and disputes.

A councillor who is not a member of a committee has the same rights as a member of the public. Therefore, if such a councillor wants to see certain exempt information or documentation, or remain in a committee meeting

where members of the public have been excluded for Data Protection, Employment law or reasons detailed above; they must demonstrate the reasons for their “need to know” and explain how it is necessary for them to perform their duties as a councillor. It will then be at the discretion of the committee (or for papers outside of the meeting, the officer).

***Reviewed and adopted at the Annual Council Meeting on Monday, 13 May 2024***

## **Committees and Working Parties for 2025/26**

**Chair and Vice Chair of the Council to be  
Ex-officio members of all committees and working parties:  
To be discussed**

**Chair of Council for 2025/26:**

**Vice Chair of Council for 2025/26:**

**Finance Committee: 7 members**

**Planning Committee: 7 members**

**Staffing Committee: 7 members**

**Asset Management Committee: 7 members**

**Highways and Street Scene Committee: 7 members**

**Community Resilience Working Party: previously 7 members**

**Shurnhold Fields (Joint Working Party with Melksham Town Council – TBC) 3 MWPC  
reps:**

**I.T. & Data Protection Working Party previously 7 members and invited IT contractor  
on occasion**

**CIL Sharing (Joint working party with Melksham Town Council - TBC) 3 MWPC reps**

**Cemetery (Melksham Town Council working party TBC – with 2 MWPC reps**

**Road Safety Working Party previously 7 reps**

**Heath & Safety Representative 1 council rep (Clerk also rep)**

## **ORGANISATION REPRESENTATIVES**

**For 2025/26**

### **Organisations:**

Age UK – Melksham Community Support  
Berryfield & Semington Road Action Group (BASRAG)  
Berryfield Village Hall  
Bowerhill Residents Action Group (BRAG)  
Bowerhill Village Hall Trust  
CCTV Working Group (Town Council)  
Community Action Whitley & Shaw (CAWS) & Flood Wardens  
CPRE (Wiltshire Branch)  
Health & Wellbeing Group (Melksham Area Board)  
Local Highways & Footway Improvement Group  
Melksham Area Board  
Melksham ATC  
Melksham Charities/Almshouses  
Melksham Hospital & Community (Friends of)  
Melksham Joint Neighbourhood Plan Steering Group  
Melksham Transport User Group  
Operational Flooding Working Group  
Parish Highways & Street Scene Rep  
Police Liaison  
PCC Meeting Rep  
Press Representative  
Shaw Hall Management Committee  
Shurnhold Fields (Friends of) From Shurnhold Fields Working Party  
Whitley Reading Rooms  
Wilts & Berks Canal Trust  
Wiltshire, Swindon & Oxfordshire Canal Partnership  
WALC (Wiltshire Association of Local Councils)

### **Footpath Representatives:**

Beanacre  
Berryfield  
Bowerhill, Redstocks and The Spa  
Sandridge & Blackmore  
Shaw & Whitley

## **AGENDA ITEM 14 To consider Councillor Training Needs**

To meet new roles/committees, and so we can get councillors booked on quickly as will get booked up, can let the Clerk know at a later date, there is more money in the budget for councillor training this year.

We will arrange an induction session for the new councillors but there is training available by WALC, and we can source others if there is an interest.

**Training on the Neighbourhood Plan being organised post Referendum later in the year.**

**Councillor Essentials** – 2 hours – by WALC – designed for new councillors and refresher for longer serving councillors £30 by Zoom

**Being a successful Chair** 2.5 hours – by WALC – aimed at serving or newly elected Chairs/Vice Chairs (Including Committee Chairs) £30 by Zoom

**Councillor Fundamentals** - 2.5 hours – by WALC - explores the fundamental knowledge to be an effective councillor £40 by Zoom

**Local Council Finance Explained** – a journey through the council financial year 2 hours by WALC - £30 by Zoom

More details and dates for the above here

[https://www.wiltshire-alc.org.uk/council\\_events/page/2/](https://www.wiltshire-alc.org.uk/council_events/page/2/)

# MELKSHAM WITHOUT PARISH COUNCIL OBJECTIVES & PRIORITIES FOR 2024/25

**For Review at Annual Council meeting 12<sup>th</sup> May 2025**

**With Clerk's Notes**

- Melksham Neighbourhood Plan\*
  - Implementation, monitor and use of policies in NHP#1.  
**Done but update to say NHP#2 moving forward?**
  - Review of current Plan, production of draft NHP#2, formal consultation and submission to Wiltshire Council **Done**
- To input and influence Wiltshire Council's Local Plan Review\*  
**Definitely inputted, debatable if influenced?**
- Water refill points – to progress installation of water refill point at Shaw sports fields **After the difficulties getting the one working at Bowerhill – do you want to investigate and progress this? note I think the decision was not to progress as not in the budget, but probably needs a council decision and not just a non budget line**
- To review the Emergency Plan\* **Awaiting Melksham Town Council engagement, recently agreed will try once more and if no engagement then to move to parish council only version. NB Emergency Plan put in motion in named storms in 2024/2025 and achieved good community resilience in Shaw & Whitley. Also facilitated Shaw & Whitley Community Hub exercise to talk to the other village halls in the area (wider than the parish).**
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment  
**Not progressed as unsuccessful in initial funding application but to seek more funding when workload allows – keep on list?**
- Shurnhold Fields car park and improved entrance project\*  
**Progressing in Spring/Summer 2025 with Wiltshire Council – keep on list**
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.



Good working relationships with Wiltshire Council officers and councillors maintained, and neighbouring parish councils – keep on list as new term?

- Progress East of Melksham Community Centre with Melksham Town Council

Land secured for new centre on Blackmore Farm in the parish, and question to Town Council if they wish to still build their own, or contribute to funding for one big centre – awaiting decision of new council – keep on list but move to 4 year term list? Perhaps for this year something about negotiating funds in s106 agreements for the project?

- New lease for Shaw Village Hall note it expired in April 2025, parish council solicitors instructed to draw up, along with Land Registration, and open dialogue with Shaw Hall management committee – keep on list

- To support the No to Lime Down Campaign

Whitley BESS (Battery Storage) deselected from Lime Down scheme, perhaps moving forwards it should be more generic about Proposed Energy Installations and working to lessen the impact of the final proposal, and construction period, on residents?

### **New Suggestion?**

- To review and update the parish council website (content and meeting new accessibility criteria)?
- Bridge to connect Buckley Gardens to Bowood View over the brook?
- Support village halls and community groups with any impact of new legislation ie: change in waste rules, Martyn's Law?

## **Priorities for Term of Council (2021/25)**

- To continue to use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030).  
Definitely achieved in the 4 years, as gone from paper to electronic agenda packs etc. Moving forward, replace with something about making the best out of technology available – thinking of Microsoft Tools as part of existing package, and use of AI (but not top of the priority list!)
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>  
No capacity until Neighbourhood Plan done, but hopefully can look to this now, beginning of 4 year term a good time, a good health check on the council

- Continue to provide enhanced access to council meetings via remote technology to improve community engagement. **Definitely achieved in the 4 years, all meetings now on zoom, and YouTube.**
- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass. **Keep on the list .... ?**
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town\* **Achieved a few to date, and priority sites being assessed. Keep on list.**
- To seek to obtain higher speed internet access in the parish

**Not really moved forward on this, hard to find a way to do. However it's the first listed priority on the new LTP4 Local Transport Plan later on the agenda so could do some further work on contacting them to see how they are actually planning on achieving this (and useful evidence for funding):**

**A1 Reduce the need to travel as often through combining journeys and providing digital options**

**A1.1: Improving ultrafast fibre coverage to enable access to online services**

- Improve drainage at Bowerhill Sports Field  
**Just starting this year on a 6 year plan using grant funding and parish council money**

\* Working with Melksham Town Council

### **New Suggestions?**

- Continuation of Melksham Community Support with Age UK? And look to develop ways for other age groups, not just over 60s, as previously agreed?
- Something about an improved Melksham health facility/hospital like at Devizes and Trowbridge?
- Something about Road Safety improvements? Reflective of public participation/interest at meetings
- Something about major planning applications/development in the parish – again, reflective of time/effort/resources spent? To achieve best outcome for community – as the parish council not passive but engaged in the process with Wiltshire Council and developers?
- Something about facilitating 3G pitch/s as identified evidenced need for two pitches in the Melksham community area



## MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2025/26

**Please Note:** All Council Meetings commence at 7.00pm and are held at Melksham Without Offices, First Floor, Melksham Community Campus, Market Place, SN12 6ES unless otherwise stated.

Web - [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) E-mail - [office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk) Tel - 01225 705700

|  |                          |
|--|--------------------------|
| ANNUAL COUNCIL   | MONDAY 12 MAY 2025       |
| PLANNING   | MONDAY 19 MAY 2025       |
| FINANCE (to start after Planning)                          | MONDAY, 19 MAY 2025      |
| <i>Potential FINANCE (if not covered on 19 May)</i>        | MONDAY 02 JUNE 2025      |
| PLANNING   | MONDAY 09 JUNE 2025      |
| STAFFING (to start after Planning)                         | MONDAY 09 JUNE 2025      |
| FULL COUNCIL   | MONDAY 16 JUNE 2025      |
| PLANNING   | MONDAY 30 JUNE 2025      |
| ASSET MANAGEMENT (start 7.30pm)                            | MONDAY 07 JULY 2025      |
| PLANNING   | MONDAY 21 JULY 2025      |
| HIGHWAYS (to start after Planning)                         | MONDAY 21 JULY 2025      |
| FULL COUNCIL   | MONDAY 28 JULY 2025      |
| PLANNING COMMITTEE   | MONDAY 11 AUGUST 2025    |
| PLANNING COMMITTEE   | MONDAY 01 SEPTEMBER 2025 |
| FULL COUNCIL   | MONDAY 08 SEPTEMBER 2025 |
| PLANNING COMMITTEE   | MONDAY 22 SEPTEMBER 2025 |
| HIGHWAYS (to start after Planning)                         | MONDAY 22 SEPTEMBER 2025 |
| <i>Potential HIGHWAYS (if not covered on 22 September)</i> | MONDAY 29 SEPTEMBER 2025 |
| PLANNING COMMITTEE   | MONDAY 13 OCTOBER 2025   |
| FULL COUNCIL   | MONDAY 20 OCTOBER 2025   |
| PLANNING COMMITTEE   | MONDAY 3 NOVEMBER 2025   |
| FULL COUNCIL   | MONDAY 10 NOVEMBER 2025  |
| PLANNING COMMITTEE   | MONDAY 24 NOVEMBER 2025  |
| FULL COUNCIL   | MONDAY 8 DECEMBER 2024   |
| PLANNING COMMITTEE   | MONDAY 15 DECEMBER 2025  |
| 24/04/2025   |                          |

|                                   |                         |
|-----------------------------------|-------------------------|
| FINANCE COMMITTEE                 | MONDAY 05 JANUARY 2026  |
| PLANNING COMMITTEE                | MONDAY 12 JANUARY 2026  |
| HIGHWAYS                          | MONDAY 19 JANUARY 2026  |
| FULL COUNCIL                      | MONDAY 26 JANUARY 2026  |
| PLANNING COMMITTEE                | MONDAY 02 FEBRUARY 2026 |
| FULL COUNCIL                      | MONDAY 09 FEBRUARY 2026 |
| PLANNING COMMITTEE                | MONDAY 23 FEBRUARY 2026 |
| FINANCE COMMITTEE                 | MONDAY 02 MARCH 2026    |
| PLANNING COMMITTEE                | MONDAY 16 MARCH 2026    |
| FULL COUNCIL                      | MONDAY 23 MARCH 2026    |
| PLANNING COMMITTEE                | MONDAY 13 APRIL 2026    |
| FULL COUNCIL                      | MONDAY 20 APRIL 2026    |
| ANNUAL PARISH                     | MONDAY 27 APRIL 2026    |
| PLANNING COMMITTEE                | MONDAY 11 MAY 2026      |
| FINANCE (to start after Planning) | MONDAY 11 MAY 2026      |
| ANNUAL COUNCIL                    | MONDAY 18 MAY 2026      |
| PLANNING COMMITTEE                | MONDAY 01 JUNE 2026     |

Asset Management Committee, Staffing Committee, IT Working Party and Road Safety Working Party meetings to be arranged as and when needed

24/04/2025

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held  
on Monday 14<sup>th</sup> April 2025 at  
Melksham Without Parish Council Offices (First Floor), Melksham Community  
Campus, Market Place, SN12 6ES at 7:00pm**

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

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

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

**521/24 Welcome, Announcements & Housekeeping:**

Councillor Glover welcomed everyone to the meeting. As there were no new members of the public present, the housekeeping message was not read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting. Councillor Glover made the following announcements:

- Members' attention was drawn to the pre-election period of heightened political sensitivity. Care needed to be taken to not affect public support for a political party and/or candidate for either the parish or unitary council. It was noted that all parish wards have uncontested elections, and nine current parish councillors are re-elected. Members noted this was the last Full Council meeting for the three councillors who are standing down: Councillor Holt, Councillor Shea Simonds and Councillor Keates. Councillor Glover thanked the councillors for all of the work they have undertaken on the council. It was noted that Terry Chivers stood down a few months ago.

It was noted that there are four vacancies for co-option, two in the Bowerhill Ward and two in the Beanacre, Shaw, Whitley and Blackmore ward. Members agreed that applicants should be sought for consideration to be co-opted onto the council at the Annual Council Meeting on Monday, 12th May. The vacancies will be advertised in the Melksham News in their next issue.

It was noted that all three Wiltshire Unitary Wards covering the parish have contested elections on 1st May. It was noted that all six wards in the Melksham Community Area have contested elections.

- It was advised that the parish council had been invited to the following events, and the Clerk asked members whether they wished to attend so that she could RSVP:

### **VE Day Celebrations on Thursday 8<sup>th</sup> May:**

- At 9am the proclamation is being read from the steps of the Town Hall, and the Union Flag is being raised. Councillor Richardson agreed to attend this event.
- At 8pm-9.45pm- The VE Day Tribute featuring the beacon and lighting of the lamp of peace, which is featuring performances from The Wiltshire Police Band and Liza Hartley. Councillors Pafford and Franks agreed to attend the event in the evening.

It was noted that Councillor Pafford was crowning the Victory Queen at Mavern House on the 8<sup>th</sup> May as Councillor Glover is on holiday.

Crimestoppers are holding an information and networking event on Thursday 8<sup>th</sup> May from 4.40pm (for a 5pm start) to 6.30pm.

Read Easy 10<sup>th</sup> Birthday event on 15<sup>th</sup> May at the Riverside Centre at 5.30pm.

No members volunteered to attend the above events but were aware that they could let the Clerk know after the meeting if they were able to attend.

- Councillor Glover made members aware that there were some thank you letters and cards from organisations who have received grants on display at the meeting.

### **522/24 Apologies:**

There were no apologies as all members of the council were present.

### **523/24 Invited Guests:**

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

The Council suspended Standing Orders to allow Councillor Holder to give his update.

Councillor Holder wished to express his thanks to the parish council for all of the support that has been provided to him in order for him to undertake his role as ward member for Bowerhill. Relationships that the parish council has with Wiltshire Councillors and Wiltshire Council officers is one of the best across the whole county. In terms of what the parish council achieves and runs itself and the administration managed by the Clerk.

Councillor Holder wished to give the following updates:

**Pathfinder Place open space:** He explained that the grass had recently been cut, and the trees seem to be in a reasonable condition. He had recently attended a site meeting last week to have a look at the fencing on the school site and the

continuing remedial work required by the developers, in particular with regard to the hoggin pathway. He explained that following this visit he did not wish for the Wiltshire Council officers to sign off that the developers had completed all of their obligations under the planning conditions. This is due to the fact that the hoggin path is overgrown and missing in parts and doesn't look safe. He has spoken to the developers, expressing his concern that they haven't completed what they said they were going to do. He had received an email from the developers a few weeks ago explaining that they hoped that everything would be completed by the end of April, which seemed unlikely now. This was disappointing because it doesn't appear that the open space will be open in time for the Easter weekend. He explained that any reply he receives from the developers will be forwarded to the Clerk so that the parish council has all of the information. Councillor Holder explained the process of how the public open space would be handed over to the management company.

**Pathfinder school site:** He explained that it was disappointing that there was still debris on the site which had been left by Wiltshire Council contractors. He had a meeting with the officer who was looking after the site and explained that it was not acceptable to leave items lying around. The site was not fully secure, with one of the gates having a latch with no padlock. He was hoping this had now been rectified so that the site was fully secured but would check this out.

Councillor Holder explained that he had received a late email earlier today from BRAG (Bowerhill Residents Action Group), advising that it was their AGM on Thursday, 17th April. Given that the pre-election period had started, he would not be attending the meeting, as he did not feel it was appropriate. He encouraged members of the Bowerhill ward to attend the meeting.

Councillor Glover asked members whether they had any questions for Wiltshire Councillor Holder.

Councillor Harris queried whether there was any progress on remedial work to alleviate the flooding in Maitland Place before the school is built. Councillor Holder confirmed that it was still the intention to carry out the remedial drainage work. The drainage plans that Wiltshire Council has are part of the planning detail of the school; however, it has been decided to implement the plan as soon as a contractor can be found to undertake the work. Wiltshire Council were hoping to get the work undertaken in spring, but unfortunately the contractor did not have any availability until autumn, so they are on standby. Wiltshire Council officers are looking to find another suitable contractor to see whether they can undertake the work sooner.

Councillor Glover explained that he was concerned about the quality of the hoggin paths that are transferred over by developers. For example, the hoggin path provided inside Whitworth Play Area was in a poor condition when transferred over to the parish council; as a consequence, the parish council had to redo the pathway at their expense. He feels that these types of pathways may not be appropriate moving forward. Councillor Wood agreed with these comments; however, he wished to state that the dog walking path around the



bottom of Berryfield Village Hall is a better-quality pathway than the one which was provided with the play area.

The meeting reconvened.

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

Wiltshire Councillor Alford was not in attendance at the meeting.

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

Wiltshire Councillor Seed was not in attendance at the meeting.

**524/24 Public Participation:**

There were no members of the public present.

**525/24 Declarations of Interests:**

None.

**526/24 Dispensation Requests:**

None.

**527/24 Items to be Held in Closed Session:**

**Resolved:** Agenda items 7b, 9b, 9d and 13 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:

7b- Confidential notes of the Full Council meeting held on Monday 24<sup>th</sup> March.

9b- Confidential notes of the Planning Committee meeting held on Monday 7<sup>th</sup> April.

If members wished to discuss any aspect of the above notes these items would have to be held in closed session.

9d- Update on s106 legal negotiations.

13- Update with regard to 3G pitch in the Melksham Area which was confidential.

**528/24 Full Council**

**a) Minutes of the Full Council Meeting held on 24<sup>th</sup> March 2025:**

**Resolved:** The Minutes of the Full Council Meeting held on Monday 24<sup>th</sup> March 2025, were formally approved by the council.

**b) Confidential notes of the Full Council Meeting held on 24th March 2025:**

**Resolved:** The confidential notes of the Full Council Meeting held on Monday 24<sup>th</sup> March 2025, were formally approved by the council.

**c) Freedom of Information request sent to Wiltshire Council and the NHS Integrated Care Board:**

Councillor Glover reported that the council had received a response back from both the NHS Integrated Care Board and Wiltshire Council following the Freedom of Information request submitted to both organisations in relation to new healthcare facilities. In terms of the question around how the decision was made to fund the Devizes and Trowbridge care centres over other areas of Wiltshire, the Integrated Care Board had advised that data played a crucial role in decision-making. The second question submitted was with regard to whether there were any plans for something like the health centres in Devizes and Trowbridge being developed to update/replace the hospital in Melksham. The Integrated Care Board advised that they have ambitions to develop more integrated care centres; however, the determination has to be data-driven.

Wiltshire Council had also come back earlier this afternoon with regard to the Freedom of Information request sent, as they had part-funded the new Trowbridge Integrated Care Centre from Community Infrastructure Levy (CIL). The parish council had asked how the decision to fund this facility was made and whether any other facilities were considered in Wiltshire. Wiltshire Council confirmed that the decision had been made to provide £3 million of funding from CIL towards this project at that Cabinet meeting in September 24. It was noted that the project had a funding shortfall due to events outside of their control, and the £12 million funding that the integrated care board had secured had to be spent before 31st March 25. Due to the shortfall, the project would have been unaffordable without the CIL contribution. The site was prioritised based on local health needs and inequalities, as Trowbridge has three of the ten most deprived wards in Wiltshire. The Clerk highlighted that Melksham Forest was one of the most deprived areas in the UK.

Councillor Glover reported that Wiltshire Council will have received just under £7m of CIL from Melksham Without Developments, including Buckley Gardens, which hasn't all been paid yet. The parish council will have just over £1m from the above amount of CIL, with just under £900k being received to date; however, some is in the 10% sharing pot with Melksham Town Council.

Councillor Sullivan raised the question of how to encourage forward-thinking with regard to the future of Melksham's healthcare facilities. It was noted that Melksham is part of the same Primary Care Network (PCN) as Bradford on Avon. Councillor Glover explained that the Section 106 agreement for the Blackmore Farm Development includes a provision ensuring that any healthcare contributions from the development are allocated exclusively to Melksham, rather than Bradford on Avon. It was clarified that this applied specifically to primary care services, not hospital or secondary care services.

Councillor Richardson felt that as the response details about how important data was in making the decision, it would be helpful if we knew what the relevant data was for Melksham. He wondered whether this was something that should be asked for. The Clerk advised that with regard to the response about data, the parish council had lots of data from the census and also on how many Link journeys are being made to Bath and back. With regard to Wiltshire Council using CIL towards this project to make up the shortfall, this project was not on their list of CIL spend priorities. It was noted that CIL does not have to be spent in the area it has come from; however, as already explained, Wiltshire Council has received a large amount of CIL from developments in the parish, which doesn't take into account any of the Local Plan sites. The Clerk suggested that the parish council may wish to get the Melksham data from the NHS to show the funding shortfalls and ask Wiltshire Council to contribute from CIL. During the s106 negotiations for the Blackmore Farm development, the developers have always stated that the parish council can apply for more CIL from Wiltshire Council.

A question was raised as to whether residents of Melksham would be able to use the Trowbridge and Chippenham facilities. It was noted that Melksham residents must be able to use the facilities in Devizes as Link drivers do take residents there; however, this question needed to be asked.

After discussion, members felt that there should be some type of secondary care facility in Melksham so that residents with outpatient appointments don't have to travel to the RUH in Bath, for example, and more should be done to try and get the focus on this. It was felt that the questions in relation to data and whether Melksham residents are able to use the facilities in other towns should be asked and Brian Mathew MP should be copied into all correspondence in relation to this.

**Resolved:** The parish council ask the NHS Integrated Care Board the following questions which are to be copied to Brian Mathew MP:

1. Will Melksham residents be given the right to use the Trowbridge and Chippenham facilities once they have been completed.
2. The parish council ask for the Melksham data which was used when making the decisions to fund integrated care centres in other areas of Wiltshire.

#### **529/24 Minutes of the Annual Parish meeting held on 3<sup>rd</sup> March 2025:**

**Resolved:** The Minutes of the Annual Parish Meeting held on Monday 3<sup>rd</sup> March 2025, were formally approved by the council and for the Chair to sign them as a correct record.

## 530/24 Planning:

### a) **Planning Committee Minutes of 7<sup>th</sup> April 2025:**

It was noted that these minutes were sent out to members in draft form, as the Clerk had only returned back to work from leave today and had only just had chance to look at them this afternoon. She had updated the minutes with track changes with some typo amendments that needed to be made but nothing that substantially changed anything that had been written and presented them to members at the meeting, which was agreed. Councillor Baines had highlighted that there needed to be a minor amendment to the first paragraph of the minutes as follows:

(page 1): 'Land to the south of A356 TO Land to the south of A365'

Min.504/24b- (second line)- To add a title above the discussion relating to Semington Road.

**Resolved:** The Minutes of the Planning Committee Meeting held on Monday 7<sup>th</sup> April 2025, were formally approved by the council and for the Chair to sign them as a correct record with the amendments as detailed above.

### b) **Confidential notes of 7<sup>th</sup> April 2025:**

**Resolved:** The confidential notes of the Planning Committee Meeting held on Monday 7<sup>th</sup> April 2025, were formally approved by the council and for the Chair to sign them as a correct record with the following typo corrected:

Min.506/24 (page 30 second from last paragraph)- Change other sides to other sites.

### c) **Planning Committee recommendations of 7<sup>th</sup> April 2025:**

It was noted that there were no Planning Committee recommendations from the meeting held on 7<sup>th</sup> April 2025.

### d) **S106 update following meeting with Gleesons and Wiltshire Council regarding land at Blackmore Farm:**

This item was held in closed session.

Councillor Glover advised that the s106 legal negotiations were now in the final stages. The parish council were still asking for Wiltshire Council to confirm that they accept the reduction of s106 funding by 50%, which was calculated by Gleesons based on a planning judgement. The draft final version of the s106 agreement is being worked on, and the Wiltshire Council solicitors are still in contact with the parish council. Wellers Hedley solicitors are reviewing the s106 on behalf of the parish council.

7.40pm Councillor Baines left the meeting for a short time.

It was felt that it wasn't appropriate for the council to agree to the s106 agreement without the solicitors looking over the agreement. Councillor Glover thanked the Clerk for all of the hard work she has done with regard to liaising with both Wiltshire Council and Gleesons. Councillor Glover reported that following the council being involved in these discussions, Wiltshire Council officers may well have been convinced that the parish council should be involved in all future s106 agreements relating to the parish. The Clerk advised that Gleesons feel strongly that because the parish council are not signatories, the agreement should be signed without waiting for the parish council to approve it or for the parish council solicitors to review it. It was noted, as detailed above, that Wiltshire Council officers and their solicitors were still engaging with the parish council, going through different aspects.

7.45pm Councillor Baines returned to the meeting.

**e) East of Melksham Community Centre:**

Councillor Glover explained that there was currently no update from Melksham Town Council with regard to the East of Melksham Community Centre, as they had deferred this item to the new council after the May elections. Questions were raised with regard to whether any agreement had been made to ask the parish council to build the new community centre, and the Clerk confirmed that this was the discussion that had been deferred. The Clerk explained that herself and Councillor Glover met with the Wiltshire Council Senior Planning Officer for West Wiltshire on another matter but took the opportunity to ask whether the terms of a s106 could be changed, and it all depends on what is detailed in the document as well as what is in the side agreement. The Clerk has contact details for officers at Wiltshire Council who she could contact to try and find out the details of the side agreement that the town council have with Wiltshire Council with regard to the construction of the community centre.

**f) Joint Neighbourhood Plan funding update:**

Councillor Glover reported that the Clerk had updated the Planning Committee on the progress of the Neighbourhood Plan at the meeting held on 7th April. It was noted that Melksham Town Council has now allocated a budget for the current year to complete the plan and advertise the upcoming referendum, including an additional £2,000 set aside for any unforeseen expenditure. Councillor Pafford explained that at a previous town council meeting in early March, the town council had some misunderstandings regarding the project's funding, which led to comments made which were factually incorrect. He attended the meeting held on the 31st of March to clarify the situation and address any misinformation that they may have had. He reported that the town council acknowledged that there had been some confusion in communications in relation to this project and that they hadn't had all of the information during their previous discussion on the matter.

They now clearly understood the current situation and were happy to continue funding the project.

**g) C Response of the Examiner and update on timescales following the close of examination of Melksham Neighbourhood Plan 2:**

Councillor Glover reported that a draft report had been received from the Examiner of the Melksham Neighbourhood Plan, which was currently confidential, as there needed to be some fact-checking before the final report was published. Councillor Glover read out one of the statements made by the Examiner on the plan, which was as follows: "The Review of the 'made' Plan sets out a range of policies to guide and direct development proposals in the period up to 2038. It has been carefully prepared to refresh the Plan and to address changes in national and local planning policy which have arisen since the Plan was made. It is a first-class example of a local community refreshing its neighbourhood plan".

Councillor Wood queried whether the Referendum would be on the 1st of May. The Clerk confirmed that Wiltshire Council has confirmed that it will not take place on that date due to the Examiner's draft report only just being received. The Clerk did not currently have any idea as to when the Referendum would now take place, as it was out of the council's hands and was down to Wiltshire Council to arrange. Members felt that a statement needed to be made so that everyone was in the picture with regard to the Referendum. It was felt that it should detail the following: Due to the draft Examiner's report only just being issued, it has been declared by Wiltshire Council that the Melksham Neighbourhood Plan referendum will not take place on the 1st May and will take place as soon as it can be arranged by Wiltshire Council. It was felt that this statement should be issued to the Melksham News and inform Melksham Town Council.

The meeting went into closed session at this stage.

**Resolved:** To issue a statement with regard to the Neighbourhood Plan Referendum as detailed above and issue it to the Melksham News.

**531/24 Highways:**

**a) Highways Committee Minutes of 7th April 2025:**

As with the Planning Committee minutes, the Highways minutes were sent out as a draft version prior to the Clerk's return from holiday. The Clerk had now reviewed the minutes and made some amendments in track changes which were presented to members at the meeting and were agreed. Councillor Baines highlighted a few additional amendments which were as follows:

Min.513/24cii (page 5): 'Seminton Road' should be changed to 'Semington Road'.

Min.513/24cii (page 5): 'Previously the bus stopped at the entrance to the Mobile Home Park; however, there was a large step down from the bus to the pavement' should be changed to 'Previously the bus stopped at the entrance to the Mobile Home Park; however, there was a large step down from the bus **without any** pavement'.....

Min.513/24ciii (page 7): 'Turn tight' should be changed to 'turn right'.

Min.514/24bii (page 10): A capital letter should be inserted for the 'Ramblers'.

Min.514/24ci (page 10): 'Oakly Farm' should be changed to 'Oakley Farm'.

Min.514/24d (page 14): Isn't another room should be changed to isn't enough room.

**Resolved:** The Minutes of the Highways Committee Meeting held on Monday 7<sup>th</sup> April 2025, were formally approved by the Council and for the Chair to sign them as a correct record with the amendments as detailed above.

#### **b) Highways Committee recommendations of 7th April 2025:**

Councillor Richardson noted the recommendation under min.514/24bi with regard to the list of improvements for Shaw and Whitley. He wondered whether the Highways Committee may be prepared to go ahead with the items indicated as high and medium priority rather than defer this to the Road Safety Working Group. This would then leave the low items to be considered at a later date. Councillor Glover recalled from the meeting that the Highways Committee wanted the Road Safety Group's view on what was being proposed. Members felt that as the recommendation came from the Highways meeting, it should be approved as stated in the minutes.

Councillor Glover advised that there was a late item for members to note which was in regard to the ANPR gate at Semington. It was noted that since it had come into operation in the summer, 1,524 notices have been issued. The Clerk advised that parking services do not hold the income figures per location; however, if the lower rate of £35 was paid, Wiltshire Council would have received £53,340.

**Resolved:** The recommendations contained in the Highways Committee minutes of 7<sup>th</sup> April 2025, were formally approved.

#### **532/24 Finance:**

##### **a) Receipts & Payments reports for March 2025:**

Members noted the receipts and payment reports for March.

##### **b) Cheque signatories/online authority for April payments:**

It was noted that Councillors Holt and Shea-Simonds will be removed from the bank mandate on the 6<sup>th</sup> May when they cease to be Councillors. The new finance councillors will be added to the bank mandate once they are appointed at the Annual Council meeting.

**Resolved:** Councillors Shea- Simonds and Baines to be signatories for the April payments.

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

The Finance and Amenities Officer reported that approximately £50,000 was required to cover the April payment run. This amount included invoices still awaiting authorisation from the March payment run, as well as a buffer to be maintained in the account. She explained that as the Unity current account already held c.£78,000, there was no need to transfer additional funds from the CCLA account to cover the payment run.

The Finance and Amenities Officer advised that c.£28,000 was available in the Unity Current Account and £16,000 in the Lloyds Current Account, both of which could be transferred into the CCLA account. It was noted that the £16,000 from the Lloyds account would need to be transferred by cheque into the Unity Trust Bank account before it could be moved to the CCLA account. In total, £44,000 was available to be transferred from the Unity Current Account (once the cheque from the Lloyds Current Account had cleared) into the CCLA account. It was noted that the transfer to the CCLA account, which was agreed at the March Full Council meeting, was not undertaken due to workload, as the meeting was only two weeks ago.

**Resolved 1:** To transfer £16,000 from the Lloyds Current account to the Unity Trust Bank Current account in order for it to be moved across to the CCLA account.

**Resolved 2:** To transfer £44,000 from the Unity Trust Bank Current account (once the cheque transfer from the Lloyds Current account has cleared) to the CCLA account.

**d) Quarterly Reports for Qtr 4 Jan, Feb, Mar):**

**i. Budget vs Actual:**

Members noted the budget vs. actual reports. The Clerk advised that the final reports will be different after the year-end close down, as the reserve movements and adjustments will have been undertaken.

**Resolved:** Members noted the Budget vs Actual Reports for Qtr.4.

**ii. Bank Reconciliation:**

Members reviewed the bank reconciliations for each of the council's accounts as of 31st March 2025, which were as follows:

|   |             |
|---|-------------|
| Lloyds Bank Current Account (Cashbook 1)      | £ 88,134.47 |
| Unity Trust Bank Current Account (Cashbook 2) | £ 8,517.50  |
| Lloyds Bank Fixed Term Deposit (Cashbook 3)   | £ 0.00      |
| Unity Trust Bank Instant Access (Cashbook 4)  | £ 2,919.11  |



|  |                    |
|--|--------------------|
| CCLA Public Sector Deposit Fund (Cashbook 5) | <u>£522,000.00</u> |
| <b>Total</b>                                 | <b>£621,571.08</b> |

**Resolved:** To note the Bank Reconciliation to 31<sup>st</sup> March 2025, as per the above.

**iii. VAT to be reclaimed:**

It was noted that £3,690.62 of VAT would be claimed back at the year-end closedown.

**iv. “Over £500 spend” report to meet Transparency good practice:**

Members noted the spend over £500 report for Qtr. 4.

**e) Melksham Town Council: Joint CIL (Community Infrastructure Levy) Sharing:**

Members noted that the parish council's 10% CIL sharing pot reserve stood at £71,314.77 as of 31st March 2025. The Clerk still had not received a response from Melksham Town Council with regard to how much CIL they have allocated to the 10% sharing pot. They had also not come back with regard to scheduling a meeting to discuss what projects the shared CIL fund could be spent on and it was now understood that this would take place with the new council. Members expressed frustration that this information had not been received, especially as the town council's element of the sharing pot was something that the council wished to report on in the year-end accounts. In addition, there was a large amount of funding available that could be spent on projects that is being delayed due to a meeting not being scheduled to discuss the projects that it could be spent on. It was felt that the parish council should wait until after the elections to see whether this is moved forward; if this doesn't happen, the parish council may need to relook at this agreement.

**533/24 Asset Management:**

**a) New information on weed spraying in the parish:**

It was noted that at the last Full Council meeting, members agreed to a quotation to undertake parish weed spraying. The Clerk had contacted Wiltshire Council to see whether they were planning on undertaking weed spraying in the parish this year to ensure that both applications were not done at the same time. They have confirmed that respraying had been undertaken in the parish in the first week of March and the Clerk queried whether the parish council still wished to go ahead with the weed spraying in the spring or wait until later on in the year. Members discussed the effectiveness of the weed spraying that had been undertaken by Wiltshire Council, and although there were areas that had been done, other areas still had weeds growing. Members agreed that the parish council's contractors should undertake the weed spraying in late spring.

**Resolved:** The council ask the contractors to undertake the parish weed spraying in late spring.

**b) Request from youth organisation to install sponsorship hoarding at the Bowerhill Sports Field:**

Councillor Glover explained that Future of Football FC had asked whether they could install some sponsorship hoarding in the following locations at the Bowerhill Sports Field:

- Two boards on the side of the basketball court fencing.
- One board inside of the pavilion building in the lounge area under the hatch.

Future of Football FC had advised that the outside hoarding would be attached to the fencing with zip ties so that it was easy for them to be removed when required. The internal board would be attached with 3M double-sided tape so that it could easily be removed. Members were shown images of the hoarding and how it would look in the proposed locations. Concerns were raised with regard to the double-sided tape pulling the paintwork off the walls and causing grease marks when being removed. It was explained that when the council offices moved out of the building, the walls were not repainted after items were taken off of the wall, so they are not in pristine condition. Members discussed this and felt that Future of Football FC would be required to remediate any damage caused when removing the boards. It was felt that providing that Future of Football FC agrees to the conditions set by the parish council, both the internal and external boards should be approved pending advertising consent being approved by Wiltshire Council. Members agreed that the parish council should apply for the advertising consent, but this should be charged back to the organisation, with this being invoiced and paid by them prior to the advertising consent application being submitted.

**Resolved 1:** The parish council agree to Future of Football FC's request to install advertising hoarding in the locations as detailed above on the condition that they adhere to the conditions set by the parish council in relation to making good any damage caused and Wiltshire Council grant advertising consent.

**Resolved 2:** The parish council apply for advertising consent on the organisation's behalf but charge back the application fee prior to submitting the application.

**c) Adoption of 'Phone Boxes that BT are disconnecting:**

Councillor Glover reported that the council had received some correspondence from Wiltshire Council with regards to proposals by BT to remove several public payphones across Wiltshire. It was noted that the phone boxes at Beanacre and Berryfield were on the list. It was queried

whether the parish council wished to adopt these phone boxes. It was noted that the parish council had previously adopted two phone boxes, one in Whitley which Community Action Whitley and Shaw (CAWS) maintain as a book library, and one opposite Shaw School which CAWS also maintain with plans for an art gallery.

It was noted that the Berryfield phone box was not in a good state of repair; however, the Clerk explained that the parish council had previously looked at whether the defibrillator could be relocated from the New Inn pub to this phone box. She had found some information from Community Heartbeat Trust, who had advised in November last year that BT were still providing telephone boxes as part of the adoption process and that if a power supply was present at the point of adoption, 8 watts would be provided for the internal light. If a defibrillator is live in a telephone box and the power goes off, Community Heartbeat Trust keeps a register of kiosks, and if a problem occurs on a BT supply side, an engineer will still be asked to come out and repair it. It was noted that disconnects from telephone boxes adopted many years ago with no critical equipment will most likely not be reconnected to the power by BT. This is why it is important to consider whether the phone kiosk should be adopted before any disconnections are made. Members considered whether the Berryfield kiosk should be adopted, considering its current condition. Questions were raised with regard to who would maintain the phone box if it was adopted by the parish council for the purpose of relocating the defibrillator, and it was considered that Berryfield and Semington Road Action Group (BASRAG) could be asked whether they would like to maintain it. It was felt that the council should investigate how much it would cost to refurbish the phone box, as it was felt that this would be a good amenity, especially if it hosted a defibrillator, which is considered to be a better location than it currently is located. Councillor Richardson advised that CAWS will be refurbishing the Whitley phone box shortly and offered to calculate the material cost. It was noted that the refurbishing work will be undertaken by volunteers.

Members discussed whether the parish council should adopt the phone box in Beanacre. Councillor Richardson explained that he had looked at the condition of this phone box, and it would need to be refurbished; however, at this point in time, there was not an established community group. He had spoken to some residents who appeared to be enthusiastic about repurposing it to something like a book library and was going to follow up with them to see whether this was something they were still interested in doing. If they are not serious about refurbishing this phone box and there isn't a community group who will refurbish/maintain it, then there isn't a purpose to adopt it. It was felt that the council should wait for Councillor Richardson to report back before making a decision on the Beanacre phone box.

Members felt that the parish council should express an interest in both phone boxes, as it was not committing the parish council to adopting them and could be cancelled if there isn't any community interest in either of the kiosks.

**Resolved 1:** The parish council investigate the costs associated with refurbishing the Berryfield phone box and ask the community whether they would be interested in maintaining it. This should come back to the next Full Council meeting for a decision to be made.

**Resolved 2:** The parish council wait for Councillor Richardson to report back following discussions with residents before the parish council make a decision on the Beanacre phone box.

**Resolved 3:** The parish council submit an expression of interest in the Berryfield and Beanacre phone box to Wiltshire Council.

**d) Update on Shurnhold Fields flood prevention and car park projects:**

Councillor Glover reported that Melksham Town Council had scheduled a public meeting on Monday 12th May from 6 to 7 pm to provide an update to residents of Dunch Lane on the plans for the Shurnhold Fields car park and entrance improvement project as well as the flood prevention works. It was noted that this meeting was purely to inform residents of the plans for the projects and not to alter any plans in place. The Clerk advised that the parish council had been copied into a town resident's email objecting to the project. The Wiltshire Council Principal Drainage Engineer is helping to put together a response, as there have also been some objections across social media, with some inaccurate information.

**534/24C Partnership working:**

**a) Potential 3G pitch for the Melksham Community Area:**

This item was held in closed session.

**Resolved:** The parish council agreed for the site meeting at the Bowerhill Sports Field to go ahead.

Meeting closed at 8.35 pm

Chairman, 12<sup>th</sup> May 2025

| Receipts for Month 12    |                                |                 |           | Nominal Ledger Analysis |      |        |                                      |
|--------------------------|--------------------------------|-----------------|-----------|-------------------------|------|--------|--------------------------------------|
| Receipt Ref              | Name of Payer                  | £ Amnt Received | £ Debtors | £ VAT                   | A/c  | Centre | £ Amount Transaction Detail          |
| Balance Brought Fwd :    |                                | 106,427.01      |           |                         |      |        | 106,427.01                           |
| V4431-BACS               | Banked: 03/03/2025             | 69.00           |           |                         |      |        |                                      |
| V4431-BACS               | Pilot FC                       | 69.00           |           |                         | 1210 | 210    | 69.00 Inv.490-1st March 25           |
| V4432-BACS               | Banked: 03/03/2025             | 69.00           |           |                         |      |        |                                      |
| V4432-BACS               | Bath Road Wanderers            | 69.00           |           |                         | 1210 | 210    | 69.00 Inv.488- For match 2nd March 2 |
| V4433-BACS               | Banked: 03/03/2025             | 10.00           |           |                         |      |        |                                      |
| V4433-BACS               | Berryfield Village Hall        | 10.00           |           |                         | 1120 | 110    | 10.00 Inv.487-Annual rent 25/26      |
| V4434-BACS               | Banked: 03/03/2025             | 40.00           |           |                         |      |        |                                      |
| V4434-BACS               | Allotment Holder               | 40.00           |           |                         | 1310 | 310    | 40.00 Rent for plot 17b Berryfield   |
| V4435-BACS               | Banked: 04/03/2025             | 826.06          |           |                         |      |        |                                      |
| V4435-BACS               | Wiltshire Council              | 826.06          |           |                         | 1420 | 350    | 826.06 CIL 2022/08848 10F1           |
| V4436-BACS               | Banked: 04/03/2025             | 4.76            |           |                         |      |        |                                      |
| V4436-BACS               | J Glover (British Girlguiding) | 4.76            |           |                         | 1130 | 110    | 4.76 Inv.481- Photocopying           |
| V4437-BACS               | Banked: 11/03/2025             | 69.00           |           |                         |      |        |                                      |
| V4437-BACS               | Pilot FC (E Blackmore)         | 69.00           |           |                         | 1210 | 210    | 69.00 Inv.490- 8th March 25 match    |
| V4438-BACS               | Banked: 17/03/2025             | 69.00           |           |                         |      |        |                                      |
| V4438-BACS               | Pilot FC (E Blackmore)         | 69.00           |           |                         | 1210 | 210    | 69.00 Inv.490- 15th Marog 25 match   |
| V4441-BACS               | Banked: 17/03/2025             | 69.00           |           |                         |      |        |                                      |
| V4441-BACS               | Bath Road Wanderers            | 69.00           |           |                         | 1210 | 210    | 69.00 Inv.488- 16th March match      |
| V4442-BACS               | Banked: 18/03/2025             | 69.00           |           |                         |      |        |                                      |
| V4442-BACS               | Staverton Rangers (K Dyokes)   | 69.00           |           |                         | 1210 | 210    | 69.00 Inv.489 Match 1st March 25     |
| V4443-BACS               | Banked: 24/03/2025             | 69.00           |           |                         |      |        |                                      |
| V4443-BACS               | Pilot FC (E Blackmore)         | 69.00           |           |                         | 1210 | 210    | 69.00 Inv.490-22nd March 25 match    |
| V4444-BACS               | Banked: 25/03/2025             | 69.00           |           |                         |      |        |                                      |
| V4444-BACS               | Bath Road Wanderers            | 69.00           |           |                         | 1210 | 210    | 69.00 Inv.488- 23rd March match      |
| Total Receipts for Month |                                | 1,432.82        | 0.00      | 0.00                    |      |        | 1,432.82                             |
| Cashbook Totals          |                                | 107,859.83      | 0.00      | 0.00                    |      |        | 107,859.83                           |

Continued on Page 236

| Date: 02/04/2025      |                                | Melksham without Parish Council Current Year |                         |             |       |      | Page: 236        |           |                                |
|-----------------------|--------------------------------|--|-------------------------|-------------|-------|------|------------------|-----------|--------------------------------|
| Time: 10:23           |                                | Cashbook 1                                   |                         |             |       |      | User: MR         |           |                                |
|                       |                                | Current Account & Instant Acc                |                         |             |       |      | For Month No: 12 |           |                                |
| Payments for Month 12 |                                |  | Nominal Ledger Analysis |             |       |      |                  |           |                                |
| Date                  | Payee Name                     | Reference                                    | £ Total Amnt            | £ Creditors | £ VAT | A/c  | Centre           | £ Amount  | Transaction Detail             |
| 03/03/2025            | Bowerhill Village Hall         | V4363-6196                                   | 5,000.00                |             |       | 4620 | 170              | 5,000.00  | Grant award 2025/26            |
| 03/03/2025            | Shaw Village Hall              | V4364-6197                                   | 9,250.00                |             |       | 4620 | 170              | 9,250.00  | Grant award 2025/26            |
| 03/03/2025            | Berryfield Village Hall Trust  | V4365-6198                                   | 1,700.00                |             |       | 4620 | 170              | 1,700.00  | Grant award 2025/26            |
| 03/03/2025            | Berryfield Village Hall Trust  | V4365-6198                                   | -1,700.00               |             |       | 4620 | 170              | -1,700.00 | Returned CHQ                   |
| 03/03/2025            | BRAG                           | V4366-6199                                   | 450.00                  |             |       | 4610 | 170              | 450.00    | Grant Award 2025/26            |
| 03/03/2025            | BASRAG                         | V4367-6200                                   | 500.00                  |             |       | 4610 | 170              | 500.00    | Grant Award 2025/26            |
| 03/03/2025            | Community Emergency Group S&W  | V4368-6201                                   | 220.00                  |             |       | 4610 | 170              | 220.00    | Grant Award 2025/26            |
| 03/03/2025            | CAWS                           | V4369-6202                                   | 2,250.00                |             |       | 4610 | 170              | 2,250.00  | Grant Award 2025/26            |
| 03/03/2025            | 4Youth (South West)            | V4370-6203                                   | 3,000.00                |             |       | 4610 | 170              | 3,000.00  | Grant Award 2025/26            |
| 03/03/2025            | Bowerhill Baby & Toddler Group | V4371-6204                                   | 1,500.00                |             |       | 4610 | 170              | 1,500.00  | Grant Award 2025/26            |
| 03/03/2025            | Group Five                     | V4372-6205                                   | 500.00                  |             |       | 4610 | 170              | 500.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham PHAB                  | V4373-6206                                   | 500.00                  |             |       | 4610 | 170              | 500.00    | Grant Award 2025/26            |
| 03/03/2025            | Wiltshire & Bath Air Ambulance | V4374-6207                                   | 1,000.00                |             |       | 4610 | 170              | 1,000.00  | Grant Award 2025/26            |
| 03/03/2025            | South Western Ambulance Charit | V4375-6208                                   | 500.00                  |             |       | 4610 | 170              | 500.00    | Grant Award 2025/26            |
| 03/03/2025            | Age UK Wiltshire               | V4376-6209                                   | 300.00                  |             |       | 4610 | 170              | 300.00    | Grant Award 2025/26            |
| 03/03/2025            | Alzheimer's Support            | V4377-6210                                   | 450.00                  |             |       | 4610 | 170              | 450.00    | Grant Award 2025/26            |
| 03/03/2025            | Read Easy                      | V4378-6211                                   | 100.00                  |             |       | 4610 | 170              | 100.00    | Grant Award 2025/26            |
| 03/03/2025            | Meadowbrook Wiltshire (CIC)    | V4379-6212                                   | 300.00                  |             |       | 4610 | 170              | 300.00    | Grant Award 2025/26            |
| 03/03/2025            | Wiltshire Search & Rescue      | V4380-6213                                   | 500.00                  |             |       | 4610 | 170              | 500.00    | Grant Award 2025/26            |
| 03/03/2025            | Friends of Giffords Surgery    | V4381-6214                                   | 700.00                  |             |       | 4610 | 170              | 700.00    | Grant Award 2025/26            |
| 03/03/2025            | St John Ambulance              | V4382-6215                                   | 250.00                  |             |       | 4610 | 170              | 250.00    | Grant Award 2025/26            |
| 03/03/2025            | FearFree                       | V4383-6216                                   | 750.00                  |             |       | 4610 | 170              | 750.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham Food & River Festival | V4384-6217                                   | 400.00                  |             |       | 4610 | 170              | 400.00    | Grant Award 2025/26            |
| 03/03/2025            | Shaw & Whitley Community Hub   | V4385-6218                                   | 1,000.00                |             |       | 4610 | 170              | 1,000.00  | Grant Award 2025/26            |
| 03/03/2025            | that meeting space             | V4386-6219                                   | 250.00                  |             |       | 4610 | 170              | 250.00    | Grant Award 2025/26            |
| 03/03/2025            | Crimestoppers Trust            | V4387-6220                                   | 150.00                  |             |       | 4610 | 170              | 150.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham Carnival              | V4388-6221                                   | 90.00                   |             |       | 4610 | 170              | 90.00     | Grant Award 2025/26            |
| 03/03/2025            | Melksham & District Historical | V4389-6222                                   | 300.00                  |             |       | 4610 | 170              | 300.00    | Grant Award 2025/26            |
| 03/03/2025            | Man Down                       | V4390-6223                                   | 350.00                  |             |       | 4610 | 170              | 350.00    | Grant Award 2025/26            |
| 03/03/2025            | Shaw & Whitley Connect         | V4391-6224                                   | 250.00                  |             |       | 4610 | 170              | 250.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham Remembers             | V4392-6225                                   | 317.00                  |             |       | 4610 | 170              | 317.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham Transport User Group  | V4393-6226                                   | 400.00                  |             |       | 4610 | 170              | 400.00    | Grant Award 2025/26            |
| 03/03/2025            | AFC Melksham (Disabled)        | V4394-6227                                   | 300.00                  |             |       | 4610 | 170              | 300.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham Gardeners Society     | V4395-6228                                   | 300.00                  |             |       | 4610 | 170              | 300.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham Amateur Swimming Club | V4396-6229                                   | 300.00                  |             |       | 4610 | 170              | 300.00    | Grant Award 2025/26            |
| 03/03/2025            | Shaw & Whitley Garden Club     | V4397-6230                                   | 250.00                  |             |       | 4610 | 170              | 250.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham WI                    | V4398-6231                                   | 100.00                  |             |       | 4610 | 170              | 100.00    | Grant Award 2025/26            |
| 03/03/2025            | Avon Bowls Club                | V4399-6232                                   | 200.00                  |             |       | 4610 | 170              | 200.00    | Grant Award 2025/26            |
| 03/03/2025            | Melksham + Corsham Gateway     | V4400-6233                                   | 200.00                  |             |       | 4610 | 170              | 200.00    | Grant Award 2025/26            |
| 03/03/2025            | Shaw & Whitley Art Group       | V4401-6234                                   | 200.00                  |             |       | 4610 | 170              | 200.00    | Grant Award 2025/26            |
| 03/03/2025            | Shaw & Whitley Art Group       | V4401-6234                                   | -200.00                 |             |       | 4610 | 170              | -200.00   | Returned CHQ                   |
| 03/03/2025            | Melksham Tourist Information   | V4402-6235                                   | 600.00                  |             |       | 4630 | 170              | 600.00    | Grant Award 2025/26            |
| 03/03/2025            | Bowerhill Village Hall         | V4363-6196                                   | -5,000.00               |             |       | 4620 | 170              | -5,000.00 | Grant award 25/26-CHQ Returned |
| 03/03/2025            | Shaw Village Hall              | V4364-6197                                   | -9,250.00               |             |       | 4620 | 170              | -9,250.00 | Grant 25/26 CHQ Returned       |

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|                          |                   |  |                     |                    |                         |            |                  |                 |                              |
|--------------------------|-------------------|--|---------------------|--------------------|-------------------------|------------|------------------|-----------------|------------------------------|
| Date: 02/04/2025         |                   | Melksham without Parish Council Current Year |                     |                    |                         |            | Page: 237        |                 |                              |
| Time: 10:23              |                   | Cashbook 1                                   |                     |                    |                         |            | User: MR         |                 |                              |
|                          |                   | Current Account & Instant Acc                |                     |                    |                         |            | For Month No: 12 |                 |                              |
| Payments for Month 12    |                   |  |                     |                    | 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>    |
| 17/03/2025               | Daisy (Onebill)   | V4439-DD                                     | 56.88               |                    | 9.48                    | 4190       | 120              | 47.40           | Inv.578- Office line & wifi  |
| 17/03/2025               | Daisy (Onebill)   | V4440-DD                                     | 63.98               |                    | 10.66                   | 4384       | 220              | 53.32           | Inv.579-Pavilion line & wifi |
| 27/03/2025               | Lamplight         | V4446-DD                                     | 57.00               |                    | 9.50                    | 4686       | 170              | 47.50           | Inv.34226- MCS Database      |
| 28/03/2025               | Lloyds Bank       | V4445-BACS                                   | 20.50               |                    |                         | 4140       | 120              | 20.50           | Service charge               |
| Total Payments for Month |                   |  | 19,725.36           | 0.00               | 29.64                   |            |                  | 19,695.72       |                              |
| Balance Carried Fwd      |                   |  | 88,134.47           |                    |                         |            |                  |                 |                              |
| Cashbook Totals          |                   |  | 107,859.83          | 0.00               | 29.64                   |            |                  | 107,830.19      |                              |

| Receipts for Month 12    |                               |                 |           | Nominal Ledger Analysis |      |        |           |                                |
|--------------------------|-------------------------------|-----------------|-----------|-------------------------|------|--------|-----------|--------------------------------|
| Receipt Ref              | Name of Payer                 | £ Amnt Received | £ Debtors | £ VAT                   | A/c  | Centre | £ Amount  | Transaction Detail             |
| Balance Brought Fwd :    |                               | 20,612.88       |           |                         |      |        | 20,612.88 |                                |
| V4430-CCLA               | Banked: 04/03/2025            | 2,008.04        |           |                         |      |        |           |                                |
| V4430-CCLA               | CCLA Investment Management    | 2,008.04        |           |                         | 1080 | 110    | 2,008.04  | Interest                       |
|                          | Banked: 28/03/2025            | 11,000.00       |           |                         |      |        |           |                                |
| V4424-TRAN               | Instant Access Unity 20476339 | 11,000.00       |           |                         | 230  |        | 11,000.00 | Trans instant access to curren |
| Total Receipts for Month |                               | 13,008.04       | 0.00      | 0.00                    |      |        | 13,008.04 |                                |
| Cashbook Totals          |                               | 33,620.92       | 0.00      | 0.00                    |      |        | 33,620.92 |                                |

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| Date: 02/04/2025      |                             | Melksham without Parish Council Current Year |              |                         |        |      |        | Page: 249        |                                |
|-----------------------|-----------------------------|--|--------------|-------------------------|--------|------|--------|------------------|--------------------------------|
| Time: 10:23           |                             | Cashbook 2                                   |              |                         |        |      |        | User: MR         |                                |
|                       |                             | Unity Bank                                   |              |                         |        |      |        | For Month No: 12 |                                |
| Payments for Month 12 |                             |  |              | Nominal Ledger Analysis |        |      |        |                  |                                |
| Date                  | Payee Name                  | Reference                                    | £ Total Amnt | £ Creditors             | £ VAT  | A/c  | Centre | £ Amount         | Transaction Detail             |
| 03/03/2025            | Grist Environmental         | V4425-DD                                     | 112.58       |                         | 18.76  | 4770 | 220    | 93.82            | Inv.548-B'hill Waste Away      |
| 17/03/2025            | Lloyds Bank-Corp Card       | V4426-DD                                     | 791.58       |                         | 129.74 | 4686 | 170    | 86.51            | MCS Phoneline                  |
|                       |                             |  |              |                         |        | 4200 | 120    | 115.50           | Hall hire-Shaw School annual p |
|                       |                             |  |              |                         |        | 4175 | 120    | 24.97            | Adobe PDF Subscription         |
|                       |                             |  |              |                         |        | 4175 | 120    | 68.60            | Office 365 subscription-Cilrs  |
|                       |                             |  |              |                         |        | 4190 | 120    | 36.90            | Office phone charges           |
|                       |                             |  |              |                         |        | 4175 | 120    | 30.90            | Office 365 subscription-Office |
|                       |                             |  |              |                         |        | 4610 | 170    | 224.50           | Replacement pads-repurposed de |
|                       |                             |  |              |                         |        | 4120 | 120    | 10.00            | Flood prevention ditch letters |
|                       |                             |  |              |                         |        | 4175 | 120    | 5.50             | Website hosting                |
|                       |                             |  |              |                         |        | 4150 | 120    | 5.66             | HDMI Cable BYF V Hall          |
|                       |                             |  |              |                         |        | 4150 | 120    | 16.66            | New Keyboard & mouse           |
|                       |                             |  |              |                         |        | 4200 | 120    | 12.99            | Online meeting subscription    |
|                       |                             |  |              |                         |        | 4686 | 170    | 5.99             | Emergency response phone line  |
|                       |                             |  |              |                         |        | 4140 | 120    | 3.00             | Monthly Fee                    |
|                       |                             |  |              |                         |        | 4150 | 120    | 14.16            | HDMI Cable office              |
| 18/03/2025            | EDF Energy                  | V4427-DD                                     | 111.63       |                         | 5.32   | 4302 | 220    | 106.31           | Inv.05- Pavilion electricity c |
| 28/03/2025            | Agilico                     | V4403-BACS                                   | 63.57        |                         | 10.59  | 4130 | 120    | 52.98            | Inv.024-Office photocopying    |
| 28/03/2025            | JH Jones & Sons             | V4404-BACS                                   | 2,376.56     |                         | 396.09 | 4402 | 320    | 69.47            | Allotment grass cutting        |
|                       |                             |  |              |                         |        | 4400 | 142    | 477.98           | Play Area grass cutting        |
|                       |                             |  |              |                         |        | 4780 | 142    | 187.84           | Play Area bin emptying         |
|                       |                             |  |              |                         |        | 4781 | 220    | 91.92            | JSF Bin Emptying               |
|                       |                             |  |              |                         |        | 4401 | 220    | 856.84           | JSF Pitch Maintenance          |
|                       |                             |  |              |                         |        | 4409 | 142    | 188.65           | Hornchurch RD Grass cutting    |
|                       |                             |  |              |                         |        | 4405 | 220    | 49.44            | JSF Hedge Maintenance          |
|                       |                             |  |              |                         |        | 4820 | 142    | 37.50            | SHF Grass cutting              |
|                       |                             |  |              |                         |        | 347  | 0      | -37.50           | SHF Grass cutting              |
|                       |                             |  |              |                         |        | 6000 | 142    | 37.50            | SHF Grass cutting              |
|                       |                             |  |              |                         |        | 4402 | 320    | 20.83            | BSF Allot hedge cut            |
| 28/03/2025            | JH Jones & Sons             | V4405-BACS                                   | 693.00       |                         | 115.50 | 4540 | 142    | 577.50           | Inv.4893- SID Deployment       |
| 28/03/2025            | Wiltshire Publication       | V4406-BACS                                   | 89.28        |                         | 14.88  | 4230 | 120    | 74.40            | Inv.793- Annual parish advert  |
| 28/03/2025            | Miriam Zaccarelli           | V4407-BACS                                   | 40.00        |                         |        | 4065 | 130    | 40.00            | Inv.2502-Meeting support 13/03 |
| 28/03/2025            | Whitley Reading Rooms       | V4408-BACS                                   | 260.24       |                         |        | 4560 | 142    | 260.24           | CAWS CEG Line & WiFi           |
| 28/03/2025            | Berryfield Village Hall     | V4409-BACS                                   | 1,700.00     |                         |        | 4620 | 170    | 1,700.00         | Grant award 2025/26            |
| 28/03/2025            | E E Bridges (S&W Art Group) | V4410-BACS                                   | 200.00       |                         |        | 4610 | 170    | 200.00           | Grant award 2025/26            |
| 28/03/2025            | Aquasafe Environmental Ltd  | V4411-BACS                                   | 168.00       |                         |        | 4212 | 220    | 168.00           | Inv.303- March PPM Visit       |
| 28/03/2025            | Wiltshire Pension Fund      | V4412-BACS                                   | 1,765.92     |                         |        | 4045 | 130    | 1,330.80         | Period 12- March 2025          |
|                       |                             |  |              |                         |        | 4000 | 130    | 294.52           | Period 12- March 2025          |
| Continued on Page 250 |                             |  |              |                         |        |      |        |                  |                                |

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Date: 02/04/2025

Time: 10:23

Melksham without Parish Council Current Year

Cashbook 2

Unity Bank

Page: 250

User: MR

For Month No: 12

| Payments for Month 12    |                                |            |              | Nominal Ledger Analysis |          |      |        |           |                                 |
|--------------------------|--------------------------------|------------|--------------|-------------------------|----------|------|--------|-----------|---------------------------------|
| Date                     | Payee Name                     | Reference  | £ Total Amnt | £ Creditors             | £ VAT    | A/c  | Centre | £ Amount  | Transaction Detail              |
| 28/03/2025               | HM Revenue & Customs           | V4413-BACS | 2,213.26     |                         |          | 4010 | 130    | 140.60    | Period 12- March 2025           |
|                          |                                |            |              |                         |          | 4041 | 130    | 757.65    | Period 12- March 2025           |
|                          |                                |            |              |                         |          | 4000 | 130    | 597.60    | Period 12- March 2025-T         |
|                          |                                |            |              |                         |          | 4000 | 130    | 254.12    | Period 12- March 2025-N         |
|                          |                                |            |              |                         |          | 4010 | 130    | 247.20    | Period 12- March 2025-T         |
|                          |                                |            |              |                         |          | 4010 | 130    | 110.09    | Period 12- March 2025-N         |
|                          |                                |            |              |                         |          | 4010 | 130    | 13.00     | Period 12- March 2025           |
|                          |                                |            |              |                         |          | 4460 | 142    | 201.80    | Period 12- March 2025-T         |
|                          |                                |            |              |                         |          | 4800 | 320    | 13.00     | Period 12- March 2025-T         |
|                          |                                |            |              |                         |          | 4070 | 120    | 18.80     | Period 12- March 2025-T         |
| 28/03/2025               | Bowerhill Village Hall         | V4414-BACS | 5,000.00     |                         |          | 4620 | 170    | 5,000.00  | Grant Award 2025/26             |
| 28/03/2025               | Place Studio Ltd               | V4415-BACS | 684.00       |                         | 114.00   | 4680 | 170    | 570.00    | In029-Vwork to review reg 16... |
| 28/03/2025               | Heating Associated Services Lt | V4416-BACS | 2,151.60     |                         | 358.60   | 4212 | 220    | 1,793.00  | Heating Associated Services Lt  |
| 28/03/2025               | Melksham Town Council          | V4417-BACS | 554.40       |                         |          | 4820 | 142    | 295.20    | In.145 Caretaking-July-Sept 24  |
|                          |                                |            |              |                         |          | 347  | 0      | -295.20   | In.145 Caretaking-July-Sept 24  |
|                          |                                |            |              |                         |          | 6000 | 142    | 295.20    | In.145 Caretaking-July-Sept 24  |
|                          |                                |            |              |                         |          | 4820 | 142    | 259.20    | In.145- Caretaking-Oct-Dec 24   |
|                          |                                |            |              |                         |          | 347  | 0      | -259.20   | In.145- Caretaking-Oct-Dec 24   |
|                          |                                |            |              |                         |          | 6000 | 142    | 259.20    | In.145- Caretaking-Oct-Dec 24   |
| 28/03/2025               | Woods Business Services        | V4418-BACS | 77.99        |                         | 13.00    | 4150 | 120    | 56.00     | Inv.063- Copier paper           |
|                          |                                |            |              |                         |          | 4150 | 120    | 8.99      | Inv.063- A3 paper               |
| 28/03/2025               | Teresa Strange                 | V4419-BACS |              |                         | 0.78     | 4000 | 130    |           | March 2025 Salary               |
|                          |                                |            |              |                         |          | 4155 | 120    | 3.90      | Subsistence                     |
| 28/03/2025               | Marianne Rossi                 | V4420-BACS |              |                         | 1.16     | 4010 | 130    |           | March 2025 Salary               |
|                          |                                |            |              |                         |          | 4155 | 120    | 5.83      | Disposable cups-Annual Parish   |
| 28/03/2025               | Terry Cole                     | V4421-BACS |              |                         |          | 4460 | 142    |           | March 2025 Salary               |
|                          |                                |            |              |                         |          | 4050 | 142    | 47.50     | Travel Allowance                |
|                          |                                |            |              |                         |          | 4051 | 142    | 41.40     | Mileage x92 miles               |
|                          |                                |            |              |                         |          | 4800 | 320    |           | March 2025 Salary               |
| 28/03/2025               | David Cole                     | V4422-BACS |              |                         |          | 4070 | 120    | 29.01     | Chairs allowance-March 25       |
| 28/03/2025               | John Glover                    | V4423-BACS | 29.01        |                         |          |      |        |           |                                 |
| 31/03/2025               | Unity Trust Bank               | V4428-DD   | 9.90         |                         |          | 4140 | 120    | 9.90      | Service charge                  |
| 31/03/2025               | Unity Trust Bank               | V4429-     | 0.30         |                         |          | 4140 | 120    | 0.30      | Manual credit handling charge   |
| Total Payments for Month |                                |            | 25,103.42    | 0.00                    | 1,178.42 |      |        | 23,925.00 |                                 |
| Balance Carried Fwd      |                                |            | 8,517.50     |                         |          |      |        |           |                                 |
| Cashbook Totals          |                                |            | 33,620.92    | 0.00                    | 1,178.42 |      |        | 32,442.50 |                                 |

Total Salaries March 25

£5,910.03

Date: 02/04/2025

Melksham without Parish Council Current Year

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Time: 10:23

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 12

**Receipts for Month 12**

**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

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

0.00

0.00

0.00

0.00

|                  |  |                  |
|------------------|--|------------------|
| Date: 02/04/2025 | Melksham without Parish Council Current Year | Page: 142        |
| Time: 10:23      | Cashbook 3                                   | User: MR         |
|                  | Fixed Term Deposit                           | For Month No: 12 |

| Payments for Month 12 |                          |                  |                     | Nominal Ledger Analysis |              |            |               |   |
|-----------------------|--------------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|---|
| <u>Date</u>           | <u>Payee Name</u>        | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> <u>Transaction Detail</u> |
|                       |                          |                  | 0.00                |                         |              |            |               |   |
|                       | Total Payments for Month |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00                                      |
|                       | Balance Carried Fwd      |                  | 0.00                |                         |              |            |               |   |
|                       | Cashbook Totals          |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00                                      |

| Receipts for Month 12    |                    |                 | Nominal Ledger Analysis |       |      |        |           |                    |
|--------------------------|--------------------|-----------------|-------------------------|-------|------|--------|-----------|--------------------|
| Receipt Ref              | Name of Payer      | £ Amnt Received | £ Debtors               | £ VAT | A/c  | Centre | £ Amount  | Transaction Detail |
| Balance Brought Fwd :    |                    | 13,823.13       |                         |       |      |        | 13,823.13 |                    |
| V4447-INTE               | Banked: 31/03/2025 | 95.98           |                         |       |      |        |           |                    |
| V4447-INTE               | Unity Trust Bank   | 95.98           |                         |       | 1080 | 110    | 95.98     | Interest           |
| Total Receipts for Month |                    | 95.98           | 0.00                    | 0.00  |      |        | 95.98     |                    |
| Cashbook Totals          |                    | 13,919.11       | 0.00                    | 0.00  |      |        | 13,919.11 |                    |

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Date: 02/04/2025

Melksham without Parish Council Current Year

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Time: 10:24

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 12

| Payments for Month 12    |            |            |              | Nominal Ledger Analysis |       |            |  |
|--------------------------|------------|------------|--------------|-------------------------|-------|------------|--|
| Date                     | Payee Name | Reference  | £ Total Amnt | £ Creditors             | £ VAT | A/c Centre | £ Amount Transaction Detail              |
| 28/03/2025               | Unity Bank | V4424-TRAN | 11,000.00    |                         |       | 220        | 11,000.00 Trans instant access to curren |
| Total Payments for Month |            |            | 11,000.00    | 0.00                    | 0.00  |            | 11,000.00                                |
| Balance Carried Fwd      |            |            | 2,919.11     |                         |       |            |  |
| Cashbook Totals          |            |            | 13,919.11    | 0.00                    | 0.00  |            | 13,919.11                                |

Date: 02/04/2025

## Melksham without Parish Council Current Year

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Time: 10:24

Cashbook 5

User: MR

CCLA

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|

|                       |  |            |  |  |  |  |            |  |
|-----------------------|--|------------|--|--|--|--|------------|--|
| Balance Brought Fwd : |  | 522,000.00 |  |  |  |  | 522,000.00 |  |
|-----------------------|--|------------|--|--|--|--|------------|--|

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

|                          |  |      |      |      |  |  |      |  |
|--------------------------|--|------|------|------|--|--|------|--|
| Total Receipts for Month |  | 0.00 | 0.00 | 0.00 |  |  | 0.00 |  |
|--------------------------|--|------|------|------|--|--|------|--|

|                 |  |            |      |      |  |  |            |  |
|-----------------|--|------------|------|------|--|--|------------|--|
| Cashbook Totals |  | 522,000.00 | 0.00 | 0.00 |  |  | 522,000.00 |  |
|-----------------|--|------------|------|------|--|--|------------|--|

| Payments for Month 12 |                          |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|-----------------------|--------------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>           | <u>Payee Name</u>        | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                       |                          |                  | 0.00                |                         |              |            |               |                 |                           |
|                       | Total Payments for Month |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
|                       | Balance Carried Fwd      |                  | 522,000.00          |                         |              |            |               |                 |                           |
|                       | Cashbook Totals          |                  | 522,000.00          | 0.00                    | 0.00         |            |               | 522,000.00      |                           |



**MINUTES of the Planning Committee of Melksham Without Parish Council held  
on Monday 28<sup>th</sup> April 2025 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place, SN12 6ES  
at 7:00pm**

**Present:** Councillors Richard Wood (Committee Chair), John Glover (Council Chair), David Pafford (Council Vice-Chair), Alan Baines (Committee Vice-Chair), Peter Richardson, Mark Harris and Martin Franks.

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

There were five members of the public at the meeting, with some wishing to speak on various agenda items. There were no attendees of the public attending remotely via Zoom.

**535/24 Welcome, Housekeeping and Announcements:**

Councillor Wood welcomed everyone to the meeting. As there were new members of the public present at the meeting, the housekeeping message was read out. 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.

**536/24 Apologies:**

There were no apologies as all members of the Planning Committee were present.

**537/24 Declarations of Interest:**

**a) Declarations of Interest**

Councillor Peter Richardson declared a non-pecuniary interest in agenda item 6e, planning application for 89 Corsham Road, due to knowing both the applicant and neighbours, and in agenda item 6d, planning application for Whitley Brow, due to knowing and having visited the applicant.

Councillor Martin Franks declared a non-pecuniary interest in agenda item 9a (WTF Festival) as he knew one of the organisers of the event and his family. He also occasionally works for one of the contractors who is listed for the WTF event.

**b) Dispensation Requests for this Meeting:**

None requested.

**c) Parish Council standing dispensations relating to planning applications:**

It was noted that the parish council has a dispensation lodged with Wiltshire

Council to deal with S106 agreements relating to planning applications within the parish.

**538/24 To consider holding items in Closed Session due to confidential nature:**

**Resolved:** Agenda items 10d, 12a and 13b 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:

10d: Correspondence from the Stop Lime Down Campaign as would prejudice their campaign

12a Update on the Joint Melksham Neighbourhood plan as not yet in the public domain until published by the Examiner

13b Contact with Developers as their proposals not yet in the public domain

**539/24 Public Participation:**

The Council suspended Standing Orders for a period of public participation.

A resident spoke as volunteer Director of Bowood Residents Management company. He explained that First Port, the Site Managing Agent, had taken money from the Residents' Management Company (RMC) without authorisation, and have not paid the contractor for gardening services provided. As a consequence, the contract with First Port was terminated by the RMC. However, First Port have not transferred the balance of funds (estimated at £25k from fees collected from the residents in February 25) and there is doubt that they will do so. The resident has been exploring options available to the RMC to replace the Site Managing Agent but without funds available this is proving difficult. The resident asked whether Melksham Without Parish Council would consider taking over the RMC's responsibilities.

It was noted that annual fees had been collected in February directly by First Port, and that the issue had been raised with Action Fraud as it was a criminal matter. It was also noted that the MP Brian Mathew had been made aware of the issue.

The clerk advised that the item could not be discussed in this planning meeting as it was not on the agenda. It was agreed that the item would be added to the agenda of the next full council meeting.

The resident left the meeting at 7.12pm

Two residents (the applicant and a neighbour) spoke regarding the application for 89 Corsham Road.

The applicant summarised the reasons for the development and the planning history. He commented that following rejection of the application in 2023, they engaged a new architect and have developed a new design taking into account planning advice and the planning inspector's comments, and with minimal impact on the neighbours. They have sought pre-application advice from Wiltshire Council planning officer who advised to submit this as a separate dwelling rather than an annex. He highlighted the support he had for the development from residents in his immediate neighbourhood and noted that there had only been one objection to the application. He is seeking council support for the application to provide certainty for the future for his family.

He also noted that there was a site-specific flood risk assessment prepared by SDS consulting (expert civil engineers) as part of the appeal to the application in 2023 and that it is already in the public domain. The report included simple mitigations, which he is happy to be included as conditions of approval, and concluded there was a minimal risk of flooding to the property or neighbouring properties of surface water flooding.

A neighbour from a property adjacent to 89 Corsham Road spoke in opposition to the application. He stated that he was sympathetic to reasons for the application but took a longer-term view. He highlighted three points of concern:

- Increased risk of flooding to his property and surrounding grounds, especially as his property is on a lower level to the proposed development and due to its age has shallow footings. In 2014 his property was flooded and has been subject to surface water flooding of surrounding grounds in recent years due to increase in rainfall. He commented that the area of the proposed dwelling has also been subject to surface flooding. He has not seen a flood risk assessment and therefore cannot comment on any mitigations put in place to reduce the risk to surrounding properties that are already high risk. He feels that flood risk should be a major consideration in assessing the planning application.
- Direct impact on character and vista of his property. His property described as having monument status in the Design, Heritage and Access statement and he is in the process of registering his 17<sup>th</sup> century property as an undesignated heritage asset. He commented that the proposed dwelling would immediately abut his curtilage which would seem inappropriate for a heritage asset.
- Noise Disturbance. The neighbour's home office (described in the application as an outbuilding) is located on the boundary adjacent to the location of the new dwelling. He is concerned that noise from construction and then from residency of the proposed dwelling would impact on his ability to continue to use the Office as his place of work and leaving him with no other location to work from.

The neighbour also commented that in the spirit of compromise, if the concern of increased risk to the flooding of his property and neighbouring properties could be addressed, why could a single storey extension not be considered here?

The Chair asked the Councillors if there were any questions for the applicant or the neighbour.

Councillor Baines sought clarification that the change in the application from an annex to a separate dwelling was made at the suggestion of the planning officer, and that in future it may be possible for the proposed dwelling to be sold separately to 89 Corsham Road.

The applicant confirmed that yes, the suggestion for a separate dwelling had been made by the planning officer. And although not the intention of the application, in the future the dwelling could be sold separately providing an asset to the village as it has been designed with a disabled person in mind.

The meeting reconvened, and it was agreed to move item 6e up the agenda.

**540/24 Planning Applications:** The Council considered the following applications and made the following comments:

**e) [PL/2025/03261](#) 89 Corsham Road, Whitley, Melksham, SN12 8QF**

Full Planning Permission: Erection of a new dwelling.

Applicant: Mr & Mrs Nathan & Claire Hall

**Comments:**

The members discussed a number of points related to the application. There was a split of views, but it was generally felt that this was an improved application compared with the previously rejected application from 2023. It was acknowledged that the application would have an impact on the neighbour at 88 Corsham Road but that it may not be material enough to lead to an objection.

The majority of the discussion focussed on the flood risk and size/street scene

- Flood risk: It was clarified that a flood risk assessment was conducted in 2023 as part of the appeal to the previous application. The report is already in the public domain but will be added to the current application.

It was also noted that, except in 2014 when there was significant flooding across the village, there is no evidence of flooding issues on the west side of Corsham Road (where this property is located). There is also no evidence that flooding on the east side of Corsham Road has an impact on the west side. It was noted that the driveway of 89 Corsham Road does get waterlogged but that this was unlikely to cause flooding elsewhere.

It was highlighted that the NPPF has a requirement to identify downstream implications, and a question was raised about whether the application had met its requirements. It was suggested that Wiltshire Council experts need to judge the seriousness of the flood risk and that this should be part of the consideration.

The Meeting was suspended to allow the applicant to provide detail on the flood mitigations recommended in the flood risk assessment:

The applicant explained that there were a number of measures including raising the height of the proposed dwelling by 1.5m and lowering an area of his driveway to mitigate risk of flooding to neighbouring properties.

The meeting reconvened

- Size/Streetscene:

It was noted that the outline planning approval granted in 2015 did not specifically deal with the scale of the building at that time, but in that application, it was assumed that it would be a 2-storey dwelling. Councillor Harris commented that felt that a single storey dwelling would be more appropriate.

It was noted that both 88 Corsham Road and 89 Corsham Road should be considered as important heritage buildings within the village. The proposed dwelling is set away from the main dwelling at 88 Corsham and has no rear or side windows so there are no issues with privacy. The development is set back from the road and is screened by an existing large tree and therefore doesn't sit heavily on the street scene.

**Comments: No objection - subject to confirmation from Wiltshire Council that the appropriate mitigation for flooding meets the NPPF**

Councillor Harris proposed that the application be called in. The proposal was not seconded.

The remaining 4 residents left the meeting at 7.44pm

**a) [PL/2025/01630](#) Belmont, 410 The Spa, Bowerhill, Melksham, SN12 6QL**

Householder Application: Part retrospective/regularization works to the rear patio/garden.

Applicant: Mr Lee Emery

**Comments: No objection**

**b) [PL/2025/02107](#) Shaw House, Bath Road, Shaw, Melksham, SN12 8EE**

Works to a Listed Building - Retrospective consent is being sought for the following. Roof repairs; replacement of roof tiles, chimney repair, replacement of bitumen flat roof section, lead gutter repairs, installation of traditional wooden frame and lead-lined gutter to south elevation. Internal work; repair walls, treatment of roof trusses, brick repointing, replacement of floor boards, repair of all existing historic doors, relocation of bathroom and kitchen, removal of plasterboard wall between former kitchen and dining room. Refurbishment of attic rooms. Electric, heating and plumbing upgrades.

Applicant: Mr Craig Bond

**Comments: No objection**

**c) [PL/2025/02791](#) Wiltshire and Bath Air Ambulance Operations Centre, Outmarsh, Semington, BA14 6JX**

Full Planning Permission: Application to site two self-contained 20' x 10' (6 m x 3 m) portable cabins on an existing concrete plinth to replace 4 x ISO Containers currently in situ on the same location to the side of the Air Operations Centre of Wiltshire and Bath Air Ambulance.

Applicant: Wiltshire and Bath Air Ambulance

**Comments: No objection**

**d) [PL/2025/03229](#) Whitley Brow, 178 Top Lane, Whitley, Melksham, SN12 8QU**

Householder Application: Construction of detached garage

Applicant: Mrs Ginnie Dallard

**Comments: No objection subject to condition: To retain as many of the trees as possible, especially T1**

**f) [PL/205/03656](#) Bath Road, Shaw, SN12 8EF**

Removal of Hedgerow: The section of temporary hedgerow removal is required to facilitate a sewer installation project taking place in fields running adjacent to Bath Road. Upon completion of the scheme the section of hedgerow will be replanted as per STD 836.

Applicant: Mr Tom Ross

**Comments: No objection**

**541/24 Amended Plans/Additional Information:** There were no amended plans for consideration.

**542/24 Current planning applications:** Standing item for issues/queries arising during period of applications awaiting decision.

**a. [PL/2024/07097](#): Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP:** Erection of up to 300 dwellings (Class C3); land for local community use or building (incorporating Classes E(b), E(g) and F2(b) and (c)); open space and dedicated play space and service infrastructure and associated works on and South of Snarlton Farm (Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way) - Resubmission of PL/2023/07107). Applicant: Catesby Estates Promotions Limited.

The members reviewed and noted the new comments from Active Travel England, Ecology and Archaeology.

- b. **PL/2024/10674: Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY** Outline application with all matters reserved except for access for the development of up to 70 dwellings, open space, ecological enhancements, play space, associated infrastructure (including drainage structures and works to the public highway), access, parking, servicing and landscaping. Applicant: Waddeton Park Ltd.

**Comments:** It was noted that the Highways Departments stance had changed from Object to No Objection – Subject to Condition.

It was discussed and agreed that there were still outstanding concerns related to the highway which have yet to be resolved. The following comments to be submitted to the application:

- Concerns of the safety of pedestrians crossing Woodrow Road from the only pavement to access the footpath to Savernake Avenue. This crossing is adjacent to the proposed site entrance.
- Route into town is essentially single track due to parked vehicles.
- Site access for construction traffic will be difficult. Concerns about vehicles entering/exiting the site, turning from Woodrow onto New Road, the use of New Road (single track road with passing places and concerns about condition of the road) and turning from New Road onto the A3102, especially as there are 2 other plan lead new developments close to that junction. Draft Local Plan site allocations in Policy 18 East of Melksham (Blackmore Farm which has planning permission pending signing the s106 for 500 dwellings and a primary school and Policy 20 Land off the A3102 (New Road Farm) for 295 dwellings and a nursery, with full planning application awaiting decision). Construction management plan needs to be robust and enforced.

- c. **PL/2024/10345: Land north of the A3102, Melksham (New Road Farm)** The construction of 295 homes; public open space, including formal play space and allotments; sustainable drainage systems; and associated infrastructure; with 0.4ha of land safeguarded for a nursery. The principal point of access is to be provided from a new northern arm on the existing Eastern Way/A3102 roundabout junction, with a secondary access onto the A3102. Additional access points are proposed for pedestrians and cyclists. Applicant: Bloor Homes South West

This item was held in a closed session.

Verbal feedback was provided from the meeting with Bloor on Wednesday 16<sup>th</sup> April 2025 by the Clerk.

Although, the cost for a 400m<sup>2</sup> single storey community facility has been negotiated with Gleasons it was felt that this shouldn't limit discussions with Bloor as the size of the facility has not been discussed and agreed.

It was proposed that Wiltshire Council should be approached to provide costing for a 400m<sup>2</sup> two storey facility. It was also noted that it was frustrating that

Wiltshire Council had shared agreement with Gleesons with other developers, as it set a precedent.

It was agreed that this should be brought back to Full Council. Further discussion with Bloor should wait until after discussion at the Full Council.

**Resolved:** To feedback to Bloor that the parish council is pleased to see that there only one site access now and that 4 formal pedestrian crossing points have been included.

- d. **PL/2024/09725: Land off Corsham Road, Whitley, Melksham (Planning application)** Outline planning application (with access, layout and landscaping to be approved) for up to 22 dwellings, new access off Corsham Road, public open space, drainage and associated works.

The members reviewed and noted the new comments from Wiltshire Council Arts and Archaeology officers.

- e. **PL/2025/00626: Land North of Berryfield Lane, Melksham, SN12 6DT:** Outline planning application for up to 68 dwellings and formation of new access and associated works (All matters reserved other than access).

The members reviewed and noted the new comments from Ecology.

- f. **PL/2024/11665: Land at Semington Road, Melksham, SN12 6DP:** (Rear of Townsend Farm Phase 2) Application for reserved matters pursuant to application ref: PL/2022/08155 for appearance, scale, layout and landscaping. Applicant: Living Space Housing. New comments from Public Open Space/Play Area and subsequent correspondence

The members reviewed and noted the new Swept Path analysis documents were available. The members were interested to review Wiltshire Council analysis of the swept path data when available.

- g. **PL/2024/11426: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts (Gompels):** Construction of warehouse with office space, parking and associated landscaping including site access.

The members reviewed and noted the new comments from Public Protection (reconsultation no new comments), Wiltshire Council Drainage (object- new reports requested).

#### **543/24 To note Premises Licences decisions:**

- a) **WTF Festival, Oakfield Stadium, Eastern Way, Melksham, SN12 7GU.**  
Applicant: Jarboom Ltd. Amplified Live Music (Outdoors), Recorded Music, Supply of Alcohol, Fri 20/06/25 & Sat 21/06/25 13:00 – 23:00 Sun 22/06/25



12:00 – 21:00. Open to the public Fri 20/06/25 & Sat 21/06/25 13:00 to 01:00  
Sun 22/06/25 12:00 – 23:00.

The members noted that the Licensing Committee meeting, scheduled for the 28<sup>th</sup> April, had been cancelled as Jarboom could not provide all the information in time. The new Licensing Committee will not be formed until the Annual Council meeting of Wiltshire Council had taken place on 20 May 2025 and any new members will require training before a licensing meeting can be held. The next licensing meeting might not be until early June.

Members expressed concerns regarding whether all the issues raised by the various agencies could be resolved within the timeframe and therefore whether the event was at risk.

- b) Whitley Golf Club, Corsham Road, Whitley:** Applicant: Jack Nicholas Change permitted hours to sell alcohol from 10am to 8am. Amend opening hours to 7am start, until midnight, 7 days a week.

The members noted that Wiltshire Council had provided feedback that no representations were received for this application and therefore the licence would be granted.

The clerk advised that information related to the status of licensing applications is difficult to find on the Wiltshire Council website and seems to disappear once the response date is reached. She has raised this with Wiltshire Council Senior Licensing Officer.

Although not on the agenda, the clerk advised the committee that there is a VE day celebration planned in Bowerhill on Sunday 11<sup>th</sup> May 2025. This event is being held on Wiltshire Council land between Grasmere and Sunderland Close. The event has a Temporary Event Notification (TEN) which has been approved through Wiltshire Council on Wiltshire Council land.

#### **544/24 Proposed Energy Installations:**

**a) National Grid Electricity Transmission Compulsory Purchase Order 2025**

This relates to visual improvement project in the Cotswolds to remove 7km of pylons by burying the cables underground. There is uncertainty as to why this public consultation is on display in Melksham Library, but the members agree that no response is required.

**b) Fire Service Response regarding provision of service for Energy Installations**

Noted

**c) Brockleaze BESS (Battery Energy Storage System) public consultation**

The response of the parish council to the public consultation was noted.

**d) Correspondence from the Stop Lime Down Campaign**

This item to discuss correspondence from the Stop Lime Down Campaign was held in a closed session

Correspondence was considered and noted.

Councillor Baines left the meeting at 8.28pm

**545/24 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk reported that there was nothing new to report. Members were made aware that Leicester Council have issued 2 stop notices to the same developer in 6 months and was a useful reminder that local authorities can, and do, issue stop notices.

Councillor Baines rejoined the meeting at 8.30pm

**546/24 Planning Policy:**

**a) Joint Melksham Neighbourhood Plan:**

This item was held in closed session.

The Clerk advised the members that there would be one further steering group meeting including any outgoing members due to elections, to finish off current activities.

The Clerk advised that she had nearly finished fact checking the draft report from the Examiner and expected to provide minor corrections back to him this week.

The clerk confirmed that the date for the referendum had not been set.

**b) Wiltshire Council's Draft Local Plan Examination**

The committee were advised that the examination is in progress and that Wiltshire Council is the process of providing more evidence documents to the Inspectors. Progress to be monitored via a standing item on the Planning Committee agenda.

## 547/24 S106 Agreements and Developer meetings: (Standing Item)

### a) Updates on ongoing and new S106 Agreements

#### i) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS

[PL/2023/11188](#): Demolition of agricultural buildings and development of up to 500 dwellings, up to 5,000 square metres of employment, land for a primary school, land for mixed use hub, open space. Applicant: Tor & Co for Gleesons

This item was held in closed session.

The Clerk reported that there was yet one more version of the draft S106. Wiltshire Council have advised the parish council to check one clause with their solicitors and this was being done at present with Wellers Hedley happy with all the other details in the s106 for the assets that the parish council would be taking over.

Gleesons have taken a 50% reduction from the identified cost of building the proposed community centre before calculating their s106 contribution, and the parish council representatives had been querying with Wiltshire Council officers for some time if they thought this a fair and reasonable approach. Gleesons had confirmed this was based on their “planning judgement” as there was no standard methodology for community centre contributions.

Wiltshire Council officers had now confirmed the following:

“Having reviewed the attached document and previous editions regarding a 50% apportionment to CIL contributions for a community hub at the Blackmore Farm development site, it is the council’s opinion that a 50% apportionment is acceptable in this case.

The council recognise that, as stated in paragraph 10 of the attached document, there is little to no guidance on this matter and as such a planning judgment has to be made.

As the applicants are providing the land and services for the community hub it is the councils opinion that a 50% apportionment is the correct approach and can be considered fair and reasonable within the context of CIL regulations.

However, we would advise that other sites in the Melksham area that come forward, and in particular those sites directly adjacent or within close proximity to the Blackmore Farm site, should contribute 100% apportionment to the cost of the community hub because residents of those sites would benefit from use of the hub. This matter will be taken up with relevant planning officers on a case-by-case basis.”

#### ii) Pathfinder Place:

The tree works currently being undertaken on Pathfinder Way is with the full knowledge of Wiltshire Council. The silver birches are too dense, and they have been reviewed by the Tree Officer, and they are thinning them out, the

residents are aware apparently and happy as there were concerns about subsidence.

The Hoggin path on the public open space is in progress but the work is running approx. 2 weeks behind.

**iii) Buckley Gardens, Semington Road (PL/2022/02749: 144 dwellings)**

No update

**iv) Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08504)**

This item was held in closed session.

The clerk advised that Barratt Homes have acquired an interest and expect to submit a reserved matters in coming months and want to meet with the parish council as soon as possible.

The clerk also advised that land agents Hannick have been in contact regarding the draft Local Plan allocation Policy 19 (next to Melksham Oak school). They are planning a public consultation imminently, so also want to meet with parish council soon as possible.

**Resolved:** The parish council's planning committee to meet with both Barratt Homes and Hannick, these to be arranged for the morning of Tuesday 6<sup>th</sup> May 2025.

**v) To note any S106 decisions made under delegated powers:**

There were none to report

**b) Contact with developers:**

Covered under item 13a iv

Meeting closed at 8.43pm

Chairman, 12<sup>th</sup> May 2025

## **Teresa Strange**

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**From:** Kilmister, Michael <Michael.Kilmister@wiltshire.gov.uk>  
**Sent:** 07 May 2025 13:26  
**To:** Teresa Strange  
**Cc:** Locum; Clarke, Aidan  
**Subject:** RE: Joint Melksham Neighbourhood Development Plan 2 - timeline for the next steps of the process

Afternoon Teresa,

It is only after the independent examination has taken place and after the examiner's report has been received that the local planning authority comes to its formal view on whether the draft neighbourhood plan meets the basic conditions. I would suggest therefore, you wait until Wiltshire Council has issued its decision statement.

Kind Regards

Mike

Michael Kilmister

Neighbourhood Planning Manager  
Planning Directorate  
Wiltshire Council  
County Hall, Bythesea Road, Trowbridge, BA14 8JN

Tel: 01225 770228  
e-mail [Michael.kilmister@wiltshire.gov.uk](mailto:Michael.kilmister@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 07 May 2025 12:58  
**To:** Kilmister, Michael <Michael.Kilmister@wiltshire.gov.uk>  
**Cc:** Locum <locum@melksham-tc.gov.uk>; Clarke, Aidan <Aidan.Clarke@wiltshire.gov.uk>  
**Subject:** FW: Joint Melksham Neighbourhood Development Plan 2 - timeline for the next steps of the process  
**Importance:** High

Hi Mike

Thanks for this..... can you clarify for me if we can now put this in the public domain?  
Or do we wait until we hear from Wiltshire Council with your decision statement?  
Many thanks, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham

Wiltshire, SN12 6ES  
01225 705700  
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**Wellbeing Statement** I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

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On Instagram: [melkshamwithoutpc](#)

On LinkedIn: [Melksham Without Parish Council](#)

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**From:** Kilmister, Michael <[Michael.Kilmister@wiltshire.gov.uk](mailto:Michael.Kilmister@wiltshire.gov.uk)>

**Sent:** 06 May 2025 09:40

**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Cc:** Locum <[locum@melksham-tc.gov.uk](mailto:locum@melksham-tc.gov.uk)>; Clarke, Aidan <[Aidan.Clarke@wiltshire.gov.uk](mailto:Aidan.Clarke@wiltshire.gov.uk)>

**Subject:** Joint Melksham Neighbourhood Development Plan 2 - timeline for the next steps of the process

**Importance:** High

Morning Teresa,

We have received the final examiner's report (attached above), and the next stage will see Wiltshire Council issue a decision statement as per Regulation 18 of 'The Neighbourhood Planning (General) Regulations 2012 (as amended)'. The local planning authority will have five weeks in which to issue its decision statement (proceeding to referendum) which will show you the qualifying body what will need to be done (modifications if any) to your draft neighbourhood plan in order for it to be able to go to referendum. We hope to have the decision statement approved well within the five-week period (by 6<sup>th</sup> June 2025).

In accordance with legislation, Wiltshire Council must consider each of the recommendations made within the examiner's report, decide what action to take in response to each recommendation and what modifications should be made to the draft plan in order to be satisfied that it meets the Basic Conditions and is compatible with Convention Rights. It may well be that in addition to the modifications by the examiner, any decision statement will contain additional modifications outlined by the Council to the draft plan. This may be for the purpose of correcting errors (including amendments necessary to achieve accuracy and consistency in the wording of policies and supporting text) and so on. All modification that need to be made to the draft plan will be listed within an appendix to this decision statement, no further modifications can be made other than those within the decision statement.

It should be noted that the examiners involvement has ended as we have now received his final examiner's report. It will be necessary to act ASAP once the decision statement is issued as a referendum will then need to be held within a set timeframe, meaning the draft plan will need to be amended in line with the decision statement relatively quickly. I acknowledge you are probably keen to crack on with this job, but I would advise waiting for the decision statement as otherwise you there may be confusion as to what should and should not be changed against the Regulation 15 submission version of the draft plan.

Any further clarification needed please do not hesitate in contacting me.

Kind Regards

Mike

Michael Kilmister

Neighbourhood Planning Manager  
Planning Directorate  
Wiltshire Council  
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Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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Melksham Town Council and  
Melksham Without Parish Council

1 May 2025

Dear Teresa and Tracey

## JMNP2 Accessibility work

I've had a look at Katie's artwork and there are a few things I will need to adjust after sign off to help with the reading order and then once the pdf is made there are some items which will need to be retagged. There are also some tagged annotations which will need to be corrected manually.

As the majority of the tagging order was done last time, it shouldn't be too difficult, but to be safe I'd like to allow 2-3 days. I'm fairly confident I won't need all that time, so the price quoted would be the absolute maximum. If you are happy for me to go ahead, this work would need to be carried out once the document is completely signed off

Preparation for web publishing and accessibility checks for 125pp document      £300  
Cost excludes VAT.

Please let me know if you have any queries.

Kind regards

*Mai*

## Teresa Strange

---

**From:** cilands106 <cilands106@wiltshire.gov.uk>  
**Sent:** 29 April 2025 09:25  
**To:** Teresa Strange  
**Cc:** Fiona Dey  
**Subject:** RE: CIL Guidance Notes 2025

Good Morning Teresa,

Thank you for your email. Further to your email below, I have confirmed next to each point regarding whether or not it can be CIL Funds that support them being implemented. Please see my comments in red.

For your S106 query, I have asked Mary Noyce for an update as this would fall under their areas as well as our legal team's decision making for this to be carried forward if allowed.

Please let me know should you have any further queries.

Hope you are well.

Kind Regards

Helena Warden-Judd  
S106 & Community Infrastructure Levy Monitoring Officer  
Planning

**Wiltshire Council**

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**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 28 April 2025 15:43  
**To:** cilands106 <cilands106@wiltshire.gov.uk>  
**Cc:** Fiona Dey <office@melkshamwithout-pc.gov.uk>  
**Subject:** FW: CIL Guidance Notes 2025

Hi Debbie  
I hope you are well.... long time no speak!

Can I double check a couple of things for spending CIL on please, I think they are fine, but as not tangible, physical things, would like to double check – and as we will use that principle in the future, so just want to get it right first time!

We use CIL to fund the parish council's contributions to LHFHG highway projects (<https://www.wiltshire.gov.uk/article/6632/Local-highway-and-footway-improvement-groups>) but a couple of things they have said we have to commission outside of that process.

So, where we have Semington Road with new housing developments totalling some 400 houses with separate access onto the highway, the parish council want to have an holistic review of the traffic calming as they believe its no longer appropriate for the new road design – clearly any new traffic calming would be a good use of CIL but this is the parish council contracting Atkins to do the review so producing a report to inform. We have a similar situation for Bowerhill on the A365 too for the same reason. Would this be: *“Anything else that is concerned with addressing the demands that development places on an area.”* They would be c£10k per review. – **This is absolutely fine for use of CIL Funds, please remember to report funds spent against the application in your end of year reports.**

Similarly, we have a new development that is having real issues with the management company and they have kept their money but not done any work, can the parish council provide cashflow/funds for them to take over the management themselves as residents? Is that also: *“Anything else that is concerned with addressing the demands that development places on an area.”* c£4k - **Unfortunately this cannot be done due to the Parish council not owning the land, therefore it cannot be done in this way, if you purchase the land then yes.**

Another, completely unrelated question is that the parish council have secured land to build a community centre for the east of Melksham, and have asked Melksham Town Council if they would consider passing over the s106 funds received for one themselves to build a community centre in the east and make one much bigger one. Apparently it depends on what the s106 says, and what the side agreement says, I can obviously look up the s106, but the town council have not yet provided a copy of their side agreement, and we have been asking them for some 18 months. Is this in the public domain? Can you share with us? Its for 14/10461/OUT.

Many thanks, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
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Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news

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**From:** cilands106 <[cilands106@wiltshire.gov.uk](mailto:cilands106@wiltshire.gov.uk)>

**Sent:** 17 January 2025 09:22

**Subject:** FW: CIL Guidance Notes 2025

Good morning,

Please find attached Guidance Notes for Parish and Town Councils regarding the Community Infrastructure Levy receipts for 2025..

Kind Regards

Debbie Evans  
S106 & Community Infrastructure Levy Monitoring Officer  
Planning

**Wiltshire Council**

Tel: 01225 716766

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Monday 28<sup>TH</sup> April 2025: Melksham Campus 1900.

- 1) Thank you for allowing me to address your meeting on an issue that you may wish to discuss at your meeting on 12<sup>th</sup> May. I promise I will be brief.
- 2) I am Keith Phillips a volunteer Director of the Bowood Residents Management Company. Bowood is a five year old estate comprising some 150 mainly freehold homes off Semington Road Berryfield.
- 3) For context. You will be aware that prior to 2014? when new estates were built, developers sometimes paid an upfront contribution to local authorities for the cost of open space maintenance.
- 4) However since the advent of the National Planning Policy Framework (2014?), this responsibility was shifted across to residents directly and Resident Management Companys (RMC's) were formed who contracted Site Managing Agents like the one currently in place for Bowood i.e. First Port!!!
- 5) Some of you may know that First Port have featured in Parliament of late, even as recently as last week (22<sup>nd</sup>) where the Hansard record on this issue alone stands at some 30 pages.
- 6) So what is our problem? In short we discovered in January of this year that First Port had taken of the order of £4000 from our account without authorisation. They are incidentally also refusing to pay Bowood's excellent gardeners their fees for the last four months!!!
- 7) As a consequence I terminated First Port's contract, set in train a legal challenge and entered into discussions with other potential contractors.
- 8) Being now aware of First Port's wider reputation and that this particular industry is unregulated and that First Port hold all our funds, we are fearful that they will fail to transfer the balance of our funds (estimated at £25k) and thus any new contractor will be unable to function and the Bowood estate fall into disrepair.
- 9) In such circumstances as a Director of the RMC it falls to me to explore what options might be available.
- 10) To that end I wish to respectfully ask the council whether you might consider exploring with us whether you could in principle take over the RMC's responsibilities.

Thank you.

Date: 01/05/2025

## Melksham without Parish Council Current Year

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Time: 12:52

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

| Receipt Ref              | Name of Payer             | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount   | Transaction Detail             |
|--------------------------|---------------------------|-----------------|-----------|-------|------|--------|------------|--------------------------------|
| Balance Brought Fwd :    |                           | 88,134.47       |           |       |      |        | 88,134.47  |                                |
| V4474-BACS               | Banked: <b>02/04/2025</b> | 600.00          |           |       |      |        |            |                                |
| V4474-BACS               | Future of Football FC     | 600.00          |           |       | 1210 | 210    | 600.00     | Inv.491- March weekend booking |
| V4475-BACS               | Banked: <b>07/04/2025</b> | 357.50          |           |       |      |        |            |                                |
| V4475-BACS               | Future of Football FC     | 357.50          |           |       | 1210 | 210    | 357.50     | Inv.496-Bookings Mar & April   |
| V4476-BACS               | Banked: <b>07/04/2025</b> | 69.00           |           |       |      |        |            |                                |
| V4476-BACS               | Bath Road Wanderer        | 69.00           |           |       | 1210 | 210    | 69.00      | Inv.495- Pitch hire 6th April  |
| V4477-BACS               | Banked: <b>08/04/2025</b> | 575.00          |           |       |      |        |            |                                |
| V4477-BACS               | Future of Football        | 575.00          |           |       | 1210 | 210    | 575.00     | Inv.497-Evening training April |
| V4478-BACS               | Banked: <b>11/04/2025</b> | 69.00           |           |       |      |        |            |                                |
| V4478-BACS               | Pilot FC                  | 69.00           |           |       | 1210 | 210    | 69.00      | Inv.494- Pitch hire 5th April  |
| V4479-BACS               | Banked: <b>14/04/2025</b> | 69.00           |           |       |      |        |            |                                |
| V4479-BACS               | Bath Road Wanderer        | 69.00           |           |       | 1210 | 210    | 69.00      | Inv.495- Pitch hire 13th April |
| V4480-BACS               | Banked: <b>15/04/2025</b> | 40.00           |           |       |      |        |            |                                |
| V4480-BACS               | Allotment Holder          | 40.00           |           |       | 1310 | 310    | 40.00      | Rent for plot 16b Berryfield   |
| V4481-BACS               | Banked: <b>23/04/2025</b> | 142,567.50      |           |       |      |        |            |                                |
| V4481-BACS               | Wiltshire Council         | 142,567.50      |           |       | 1076 | 110    | 142,567.50 | Parish precept 25/26 1 of 2    |
| V4482-VAT                | Banked: <b>29/04/2025</b> | 3,690.62        |           |       |      |        |            |                                |
| V4482-VAT                | HM Revenue & Customs      | 3,690.62        |           |       | 105  |        | 3,690.62   | VAT Refund-QTR4-1/1/25-31/3/25 |
| Total Receipts for Month |                           | 148,037.62      | 0.00      | 0.00  |      |        | 148,037.62 |                                |
| Cashbook Totals          |                           | 236,172.09      | 0.00      | 0.00  |      |        | 236,172.09 |                                |

Continued on Page 239

Date: 01/05/2025

## Melksham without Parish Council Current Year

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## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 1

## Payments for Month 1

## 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>     |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-------------------------------|
| 01/04/2025                      | Unity Bank        | V4467-6236       | 68,000.00           |                    |              | 220        |               | 68,000.00       | CHQ transfer Lloyds-Unity     |
| 14/04/2025                      | Unity Bank        | V4468-6237       | 16,000.00           |                    |              | 220        |               | 16,000.00       | Transfer from Lloyds to Unity |
| 15/04/2025                      | Onebill (Daisy)   | V4481-DD         | 63.85               |                    | 10.64        | 4190       | 120           | 53.21           | Inv.272-Office line & wifi    |
| 15/04/2025                      | Onebill (Daisy)   | V4482-DD         | 72.11               |                    | 12.02        | 4384       | 220           | 60.09           | Inv.273-Pavilion line & wifi  |
| 29/04/2025                      | Lamplight         | V4483-BACS       | 57.00               |                    | 9.50         | 4686       | 170           | 47.50           | Inv.919-MCS Database          |
| 29/04/2025                      | Lloyds Bank       | V4484-DD         | 31.50               |                    |              | 4140       | 120           | 31.50           | Service Charge<br>454485898   |
| <b>Total Payments for Month</b> |                   |                  | 84,224.46           | 0.00               | 32.16        |            |               | 84,192.30       |                               |
| <b>Balance Carried Fwd</b>      |                   |                  | 151,947.63          |                    |              |            |               |                 |                               |
| <b>Cashbook Totals</b>          |                   |                  | 236,172.09          | 0.00               | 32.16        |            |               | 236,139.93      |                               |



| Receipts for Month 1     |                      |                        |                  |              | 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 :    |                      | 522,000.00             |                  |              |                         |               | 522,000.00      |                                |
| Banked: 25/04/2025       |                      | 44,000.00              |                  |              |                         |               |                 |                                |
| V4469-BACS               | Unity Bank           | 44,000.00              |                  |              | 220                     |               | 44,000.00       | Transfer from Unity to CCLA Ac |
| Total Receipts for Month |                      | 44,000.00              | 0.00             | 0.00         |                         |               | 44,000.00       |                                |
| Cashbook Totals          |                      | 566,000.00             | 0.00             | 0.00         |                         |               | 566,000.00      |                                |

| Payments for Month 1     |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 566,000.00          |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 566,000.00          | 0.00                    | 0.00         |            |               | 566,000.00      |                           |

| Receipts for Month 1     |                      |                        | 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            |                           |
| Total Receipts for Month |                      | 0.00                   | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Cashbook Totals          |                      | 0.00                   | 0.00                    | 0.00         |            |               | 0.00            |                           |

### Payments for Month 1

## 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            |                           |

| Receipts for Month 1     |                      |                        |                  | 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 :    |                      | 2,919.11               |                  |                         |            |               | 2,919.11        |                           |
| Banked:                  |                      | 0.00                   |                  |                         |            |               |                 |                           |
|                          |                      |                        | 0.00             |                         |            |               | 0.00            |                           |
| Total Receipts for Month |                      | 0.00                   | 0.00             | 0.00                    |            |               | 0.00            |                           |
| Cashbook Totals          |                      | 2,919.11               | 0.00             | 0.00                    |            |               | 2,919.11        |                           |

| Payments for Month 1     |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 2,919.11            |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 2,919.11            | 0.00                    | 0.00         |            |               | 2,919.11        |                           |

Date: 01/05/2025

## Melksham without Parish Council Current Year

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## Cashbook 2

User: MR

## Unity Bank

For Month No: 1

## Receipts for Month 1

## 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>     |
|--------------------------------------|-------------------------------|------------------------|------------------|--------------|------------|---------------|------------------|-------------------------------|
| <b>Balance Brought Fwd :</b>         |                               | <b>8,517.50</b>        |                  |              |            |               | <b>8,517.50</b>  |                               |
| Banked: <b>01/04/2025</b>            |                               | <b>68,000.00</b>       |                  |              |            |               |                  |                               |
| V4467-6236                           | Current Account & Instant Acc | 68,000.00              |                  |              | 200        |               | 68,000.00        | CHQ transfer Lloyds- Unity    |
| V4473-INTE Banked: <b>02/04/2025</b> |                               | <b>1,994.98</b>        |                  |              |            |               |                  |                               |
| V4473-INTE                           | CCLA Investment Management    | 1,994.98               |                  |              | 1080       | 110           | 1,994.98         | Interest                      |
| Banked: <b>14/04/2025</b>            |                               | <b>16,000.00</b>       |                  |              |            |               |                  |                               |
| V4468-6237                           | Current Account & Instant Acc | 16,000.00              |                  |              | 200        |               | 16,000.00        | Transfer from Lloyds to Unity |
| <b>Total Receipts for Month</b>      |                               | 85,994.98              | 0.00             | 0.00         |            |               | 85,994.98        |                               |
| <b>Cashbook Totals</b>               |                               | <u>94,512.48</u>       | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>94,512.48</u> |                               |

Continued on Page 252

Date: 01/05/2025

## Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 1

## Payments for Month 1

## 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>      |
|-------------|------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 01/04/2025  | Grist Environmental          | V4471-DD         | 79.20               |                    | 13.20        | 4770       | 220           | 66.00           | Inv.090-B'hill waste away      |
| 15/04/2025  | JH Jones & Sons              | V4467-BACS       | 4,830.00            |                    | 805.00       | 4385       | 142           | 4,025.00        | Inv.4934- Safety surfacing cle |
| 15/04/2025  | Shaw Village Hall            | V4468-BACS       | 9,250.00            |                    |              | 4620       | 170           | 9,250.00        | Grant 2025/26                  |
| 16/04/2025  | Lloyds Bank Corp Card        | V4470-DD         | 257.73              |                    | 41.90        | 4510       | 142           | 15.63           | Crash map credits-Road Safety  |
|             |                              |                  |                     |                    |              | 4120       | 120           | 3.30            | Postage for notices and poster |
|             |                              |                  |                     |                    |              | 4175       | 120           | 24.97           | Adobe PDF Subscription         |
|             |                              |                  |                     |                    |              | 4175       | 120           | 76.65           | Cllrs office 365 subscription  |
|             |                              |                  |                     |                    |              | 4190       | 120           | 36.90           | Office phone                   |
|             |                              |                  |                     |                    |              | 4175       | 120           | 30.90           | Officer office 365 subscriptio |
|             |                              |                  |                     |                    |              | 4175       | 120           | 5.50            | Website hosting                |
|             |                              |                  |                     |                    |              | 4200       | 120           | 12.99           | Online meeting subscription    |
|             |                              |                  |                     |                    |              | 4686       | 170           | 5.99            | MCS Phoneline                  |
|             |                              |                  |                     |                    |              | 4140       | 120           | 3.00            | Monthly fee                    |
| 17/04/2025  | EDF Energy                   | V4472-DD         | 128.97              |                    | 6.14         | 4302       | 220           | 122.83          | Inv.06- Pavilion Electricity   |
| 25/04/2025  | K Dyckes (Staverton Rangers) | V4448-BACS       | 50.00               |                    |              | 550        |               | 50.00           | Return of refundable deposit   |
| 25/04/2025  | CPRE                         | V4449-BACS       | 36.00               |                    |              | 4650       | 170           | 36.00           | Annual subscription 25/26      |
| 25/04/2025  | St Barnabas Church           | V4450-BACS       | 23.93               |                    |              | 4420       | 142           | 23.93           | Beanacre P/A rent 24/25        |
| 25/04/2025  | Agilico                      | V4451-BACS       | 65.88               |                    | 10.98        | 4130       | 120           | 54.90           | Inv.685- Office photocopying   |
| 25/04/2025  | Community First              | V4452-BACS       | 50.00               |                    | 8.33         | 4650       | 170           | 41.67           | Inv.6210-Wiltshire Village Hal |
| 25/04/2025  | Jens Cleaning                | V4453-BACS       | 393.00              |                    |              | 4381       | 220           | 378.00          | Inv.1087-Feb & March 25        |
|             |                              |                  |                     |                    |              | 4381       | 220           | 15.00           | Inv.1087-2nd April toilet clea |
| 25/04/2025  | JH Jones & Sons              | V4454-BACS       | 2,376.56            |                    | 396.09       | 4402       | 320           | 69.47           | 5002-Allotment grass cutting   |
|             |                              |                  |                     |                    |              | 4400       | 142           | 477.98          | 5002-Play area grass cutting   |
|             |                              |                  |                     |                    |              | 4780       | 142           | 187.84          | 5002-Play Area bin emptying    |
|             |                              |                  |                     |                    |              | 4781       | 220           | 91.92           | 5002-JSF Bin emptying          |
|             |                              |                  |                     |                    |              | 4401       | 220           | 856.84          | 5002-JSF Pitch Maintenance     |
|             |                              |                  |                     |                    |              | 4409       | 142           | 188.65          | 5002-Hornchurch grass cutting  |
|             |                              |                  |                     |                    |              | 4405       | 220           | 49.44           | 5002-JSF Hedge Maintenance     |
|             |                              |                  |                     |                    |              | 4820       | 142           | 37.50           | 5002-Shurnhold Fields annual c |
|             |                              |                  |                     |                    |              | 4402       | 320           | 20.83           | 5002-BSF Hedge cut             |
| 25/04/2025  | JH Jones & Sons              | V4455-BACS       | 336.00              |                    | 56.00        | 4740       | 220           | 280.00          | Inv.5003- Pitch Power assessme |
| 25/04/2025  | Melksham Town Council        | V4456-BACS       | 280.80              |                    |              | 4820       | 142           | 280.80          | In151-Caretaking SHF           |

Continued on Page 253



Date: 01/05/2025

## Melksham without Parish Council Current Year

Page: 253

Time: 12:52

## Cashbook 2

User: MR

## Unity Bank

For Month No: 1

## Payments for Month 1

## 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>         |
|--------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-----------------------------------|
|                          |                                |                  |                     |                    |              |            |               |                 | 1/1-31/3                          |
| 25/04/2025               | Melksham Town Council          | V4457-BACS       | 5,000.00            |                    |              | 4670       | 170           | 5,000.00        | 150-Market Place Toilets<br>24/25 |
| 25/04/2025               | Rialtas Business Solutions Ltd | V4458-BACS       | 454.80              |                    | 75.80        | 4185       | 120           | 379.00          | Inv.124-Annual support<br>& Maint |
| 25/04/2025               | WALC                           | V4459-BACS       | 1,469.22            |                    | 244.87       | 4650       | 170           | 1,224.35        | Inv.0594- WALC & NALC<br>subscrip |
| 25/04/2025               | HM Revenue & Customs           | V4460-BACS       | 2,263.95            |                    |              | 4041       | 130           | 946.14          | Period 1- April 2025              |
|                          |                                |                  |                     |                    |              | 4000       | 130           | 500.40          | Period 1- April 2025-T            |
|                          |                                |                  |                     |                    |              | 4000       | 130           | 220.95          | Period 1- April 2025-NI           |
|                          |                                |                  |                     |                    |              | 4010       | 130           | 259.20          | Period 1- April 2025-T            |
|                          |                                |                  |                     |                    |              | 4010       | 130           | 115.26          | Period 1- April 2025-NI           |
|                          |                                |                  |                     |                    |              | 4460       | 142           | 201.60          | Period 1- April 2025-T            |
|                          |                                |                  |                     |                    |              | 4800       | 320           | 10.40           | Period 1- April 2025-T            |
|                          |                                |                  |                     |                    |              | 4010       | 130           | 10.00           | Period 1- April 2025              |
| 25/04/2025               | Wiltshire Pension Fund         | V4461-BACS       | 1,814.64            |                    |              | 4045       | 130           | 1,372.46        | Period 1- April 2025              |
|                          |                                |                  |                     |                    |              | 4000       | 130           | 259.07          | Period 1- April 2025              |
|                          |                                |                  |                     |                    |              | 4010       | 130           | 144.35          | Period 1- April 2025              |
|                          |                                |                  |                     |                    |              | 4020       | 130           | 38.76           | Period 1- April 2025              |
| 25/04/2025               | Teresa Strange                 | V4462-BACS       | ██████              |                    | 1.76         | 4000       | 130           | ██████          | April 2025 Salary                 |
|                          |                                |                  |                     |                    |              | 4190       | 120           | 4.42            | March out of hours<br>mobile      |
|                          |                                |                  |                     |                    |              | 4190       | 120           | 4.42            | April out of hours mobile         |
| 25/04/2025               | Marianne Rossi                 | V4463-BACS       | ██████              |                    |              | 4010       | 130           | ██████          | April 2025 Salary                 |
| 25/04/2025               | CCLA                           | V4469-BACS       | 44,000.00           |                    |              | 240        |               | 44,000.00       | Transfer from Unity to<br>CCLA Ac |
| 28/04/2025               | Fiona Dey                      | V4464-BACS       | ██████              |                    |              | 4020       | 130           | ██████          | April 2025 Salary                 |
| 28/04/2025               | Terry Cole                     | V4465-BACS       | ██████              |                    |              | 4460       | 142           | ██████          | April 2025 Salary                 |
|                          |                                |                  |                     |                    |              | 4050       | 142           | 47.50           | Travel Allowance- April<br>25     |
|                          |                                |                  |                     |                    |              | 4051       | 142           | 40.95           | Mileage x91                       |
| 28/04/2025               | David Cole                     | V4466-BACS       | ██████              |                    |              | 4800       | 320           | ██████          | April 2025 Salary                 |
| 30/04/2025               | Unity Trust Bank               | V4485-           | 9.60                |                    |              | 4140       | 120           | 9.60            | Service Charge                    |
| Total Payments for Month |                                |                  | 79,489.67           | 0.00               | 1,660.07     |            |               | 77,829.60       |                                   |
| Balance Carried Fwd      |                                |                  | 15,022.81           |                    |              |            |               |                 |                                   |
| Cashbook Totals          |                                |                  | 94,512.48           | 0.00               | 1,660.07     |            |               | 92,852.41       |                                   |

Staff Salaries  
April 2025

£6,220.34

## **Teresa Strange**

---

**From:** Peter Richardson [REDACTED]  
**Sent:** 15 April 2025 17:06  
**To:** Teresa Strange  
**Cc:** Peter Richardson  
**Subject:** Fwd: BT Phone Box

**Importance:** High

Hi Teresa

It cost us £1,200 to refurb the Whitley telephone box in 2018 + approx 20-30 volunteer man hours. See below.

We are trying to fix a date to tidy up the box again (rub down and repaint etc). I will let you know when we have some £ numbers for that too.

Regards

Peter

Begin forwarded message:

**From:** [REDACTED]  
**Subject:** Fwd: BT Phone Box  
**Date:** 15 April 2025 at 16:57:52 BST  
**To:** Peter Richardson [REDACTED]

Hi Peter, dug this out to give you an idea of costs though it was 7 years ago so allow for inflation...

Mike Booth

**From:** [REDACTED]  
**Subject:** BT Phone Box door  
**Date:** 14 October 2018 at 14:03:56 BST  
**To:** Brian <[REDACTED]>  
[REDACTED]

Hi Brian, I will update the group on Phone box restoration on Wednesday however having removed the door and brought it back to my house for repair, I fear it is too far gone...

There is severe rot in the top and bottom corners and it is warped, repairing it will be a huge amount of work and I fear it wouldn't last more than a few winters before we had to replace it.

**Subject to there being sufficient CAWS funds, can I propose that we purchase a replacement hardwood frame (the cast iron window frame insert is salvageable) at a cost of £307.20. <http://www.x2connect.com/Shop/K6/Doors/K6%20HARDWOOD%20DOOR%20SURROUND?ReturnURL=/Spare%20Parts/SpareParts>**

If I can get agreement before Thursday this week my wife Michele can collect the door frame from Newark, Nottinghamshire as she will be travelling that way on business, this will save us £50 delivery costs.

**Anticipated additional costs to complete the project are as follows:**

2 x 18mm Plywood sheets to make shelf back, shelves and noticeboard = £100  
Additional twin track shelving brackets = £25  
Library wallpaper for back of shelves = £8.90  
Brass shelf label holders = £3.57  
New motion sensor LED light = £35  
Library signage £20

**Total including new door frame = £499.67**

Cost of glazing kit already purchased £702.10

**Total project cost = £1201.77**

I have donated some twin track shelving I had which has saved us £50-60 and have also supplied consumables like paint brushes, brush cleaner etc.

Look forward to hearing from you....

Mike Booth

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### **Damaged Beanacre bus shelter:**

You will be aware that the brick-built Beanacre bus shelter (shelter on the left-hand side heading out of the village towards Lacock) has been damaged beyond repair following an accident on the evening of Wednesday, 23rd April (photos below). A parish council bench was also at the same location and was also destroyed in the incident. We are aware that the police attended the accident and have provided us with the relevant information to pass on to our insurance. In order to progress with the claim, we need to provide the insurance with a quotation for the replacement and therefore need to know whether you want it to be replaced like for like or would you like it to be replaced with a different style? Last year you replaced the wooden Beanacre bus shelter with a 2-bay, pitched-roof shelter.

Another consideration in terms of the replacement is the fact that the Wiltshire Council Passenger Transport Bus Manager had questioned whether this bus shelter needed to be replaced due to the level of usage it gets. We were initially made aware of the incident by a resident who campaigned for the shelter to be installed there and uses it, so we are aware that it does get some usage.

To note that the parish council contractor (J H Jones) cleared the debris the same day, and the site is clear.

**Bin:** There was a Wiltshire Council bin at this location as well which got destroyed in the incident. Before Wiltshire Council replace it do you think this is the correct location for a bin or do you think there is a better location for one to be installed?







# ADOPT A KIOSK

TURN AN ICON INTO AN  
EMERGENCY MEDICAL CENTRE

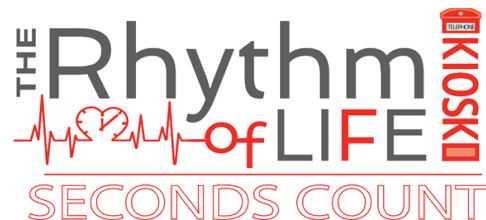
THE Rhythm of LIFE  
SECONDS COUNT

KIOSK



# ADOPT A KIOSK

## TURN AN ICON INTO AN EMERGENCY MEDICAL CENTRE



The famous Gilbert Scott designed K6 or Jubilee kiosk was launched in 1936 to celebrate King George V's silver jubilee. By the 1960's almost 70,000 kiosks could be found across the countryside, and whilst the public payphone service has undergone enormous changes since then, the traditional red kiosk had already forged itself as an iconic symbol of British life.

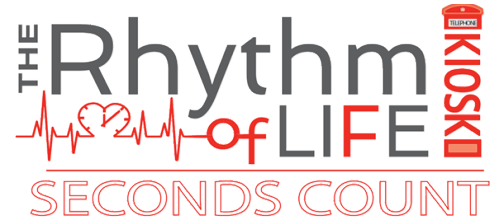
In 2009, the Community Heartbeat Trust proposed to BT that these iconic structures could be used for defibrillators. Since then, BT and CHT have been working together to help communities turn their adopted telephone boxes into local medical centers, by using them as homes for Public Access Defibrillators, storing the defibrillator in a well recognised, safe, weather protected location. With every CHT project including Governance, via the WebNos Governance system.

Adoption of the telephone box is £1 from BT. Documentation for this is available from CHT on request and CHT will ensure that the correct equipment is used, meeting all safety and other requirements.

BT will provide free electricity for the first 7 years of the project for all CHT projects. There is no automatic right to use the unmetered supply in a kiosk, only the 8 Watts in the adoption agreement for the internal light. Permission to connect to the electricity is required for adopted kiosks, either from CHT owned kiosks or from BT directly.

# ADOPT A KIOSK

## TURN AN ICON INTO AN EMERGENCY MEDICAL CENTRE



Those wishing to adopt their kiosk as part of a community defibrillator project can do so if you are part of one of the following bodies..

- Recognised local authority (e.g. District/Borough Council)
- Parish/Community/Town Council or equivalent
- Registered charity or Community Interest Company
- Private landowner. (Anyone who has one of our telephone boxes on their land)

The scheme is not available to other individuals, community groups such as residents associations or commercial organisations.

Community Heartbeat can adopt the kiosk on the communities behalf if as a group/individual you cannot apply or if you would prefer for CHT to handle the adoption process. If you would like to request this please contact us for a link to an online request form.

To date, 5000 kiosks have been converted for community projects.

## REQUIREMENTS

We all want more community defibrillators to be installed and whilst clearly, a community is at liberty to obtain their AED from any source they wish and a redundant kiosk is often an ideal location in which to house it, communities are being advised by some retailers and organisations that BT will routinely supply whatever electricity is required. This is not the case. After adoption of the kiosk, If a community wishes to use more than the 8 Watts allowed for the light, they must receive written permission from BT and in order to start the permission process, a business case must be submitted.

Alternatively, if the project is done via CHT, then this permission is granted via the charity. Without this permission and to avoid what amounts to the offence of abstracting electricity, contrary to section 13 of the Theft Act 1968, a community will need to arrange an alternate supply which will incur not only a monthly charge, but also a significant meter installation cost, and quarterly standing charges.

**Statement from BT Letter to CHT March 2016,** *"We recommend Community Heartbeat Trust to supply defibrillators due to their compliance to BS7671 electrical safety standards. cabinet compliant to BS7671-416/417 in its construction by ISO 9001/2 certified manufacturer. Also, a Governance system to demonstrate the management of the defibrillator. BT works closely with CHT and they are our preferred route for defibrillator installations, they have written consent from us to connect a defibrillator"*



## CHECKLIST

**Suitable Defib? (Group 1 Device)**

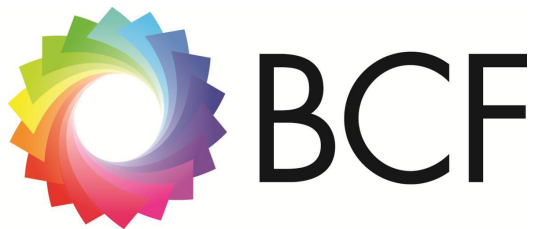
**Suitable Class II Cabinet (From ISO Rated Manufacturer) 12-24V Installed  
With RCD & Certificate Issued**

**Defibrillator Governance System (WebNos)**

**Signage Changed?**







BRITISH COATINGS FEDERATION

THE Rhythm of LIFE  
SECONDS COUNT

Once a community or Parish Council have adopted their local telephone kiosk and installed a defibrillator from the Community HeartBeat Trust (CHT), the BCF will be pleased to arrange for one of its members to provide undercoat and gloss paint (RRP £75) free of charge, to help renovate the iconic kiosk to its former glory. BCF member Rustins provide a small tin of gold paint too for the “crown” on the kiosk. The CHT will coordinate all of this for the Parish Council or community.

All complete cPAD sites will receive Defibrillator signage for the kiosk from CHT, with additional styles of sign age available such as Grade II listed signage and battenburg panels for modern kiosks.

In addition all renovation pictures of kiosks submitted to CHT will be uploaded to [www.minutesmatter.org.uk](http://www.minutesmatter.org.uk)

**\*Please note CHT does not sell kiosks.**



## Teresa Strange

---

**From:** Moore, Mary <Mary.Moore@wiltshire.gov.uk>  
**Sent:** 02 May 2025 13:30  
**To:** Teresa Strange; Leonardo, Raquel  
**Subject:** RE: BT Consultation Notification - Wiltshire Payphone Removal proposal/s - Berryfield and Beanacre

Hi Teresa,

Thank you for confirming.

Kind regards

Mary

**Mary Moore**  
**Development Officer, Regeneration**  
Economic Development

**Wiltshire Council**

Email: [mary.moore@wiltshire.gov.uk](mailto:mary.moore@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)  
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**Please note: I am leaving the council on 11 June 2025.**

---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 02 May 2025 13:26  
**To:** Moore, Mary <Mary.Moore@wiltshire.gov.uk>; Leonardo, Raquel <Raquel.Leonardo@wiltshire.gov.uk>  
**Subject:** RE: BT Consultation Notification - Wiltshire Payphone Removal proposal/s - Berryfield and Beanacre

Hi Mary

Yes, we assumed it was the one at the Westlands Lane junction, and so did the councillors when they made the decision.

Kind regards, Teresa

---

**From:** Moore, Mary <[Mary.Moore@wiltshire.gov.uk](mailto:Mary.Moore@wiltshire.gov.uk)>  
**Sent:** 02 May 2025 10:10  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>; Leonardo, Raquel <[Raquel.Leonardo@wiltshire.gov.uk](mailto:Raquel.Leonardo@wiltshire.gov.uk)>  
**Subject:** FW: BT Consultation Notification - Wiltshire Payphone Removal proposal/s - Berryfield and Beanacre  
**Importance:** High

Hi Teresa,

I forwarded an email to you earlier regarding the payphone box ADJACENT TO WESTLANDS ROAD BUS SHELTER BEANACRE ROAD MELKSHAM with the correct location.

Would you please confirm that your interest at this stage still stands to Adopt the box at Beanacre?

I'm sure that you are aware that BT will be in contact with you to proceed with an application to adopt the boxes after the consultation period, and that you can also apply directly to BT. Additionally, that if the council does not submit any evidence for the telephony services to remain within the two boxes, they will be scheduled for removal soon after the consultation period ends.

I look forward to hearing back from you.

Kind regards

Mary

**Mary Moore**  
**Development Officer, Regeneration**  
Economic Development

**Wiltshire Council**

Email: [mary.moore@wiltshire.gov.uk](mailto:mary.moore@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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**Please note: I am leaving the council on 11 June 2025.**

---

**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Sent:** 24 April 2025 17:25

**To:** Leonardo, Raquel <[Raquel.Leonardo@wiltshire.gov.uk](mailto:Raquel.Leonardo@wiltshire.gov.uk)>

**Cc:** Moore, Mary <[Mary.Moore@wiltshire.gov.uk](mailto:Mary.Moore@wiltshire.gov.uk)>; Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>; Fiona Dey <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>

**Subject:** RE: BT Consultation Notification - Wiltshire Payphone Removal proposal/s.

Hi Raquel

Hope you are well.....

Just to let you know that Melksham Without Parish Council would like to express an interest at this stage in adopting the two in the parish – Berryfield and Beanacre.

They are currently researching more on the community ideas for use, suitability/costs for defibs and other uses etc before making a final decision.

(We have others in the parish adopted already).

|   |             |  |          |
|---|-------------|--|----------|
| 1 | 01225790957 | PCO PCO1 BEANACRE ROAD MELKSHAM                  | SN12 8AL |
| 2 | 01225791398 | JCN SEMINGTON ROAD PCO1 BERRYFIELD LANE MELKSHAM | SN12 6EF |

Kind regards, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

**Wellbeing Statement** I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On X: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

On LinkedIn: [Melksham Without Parish Council](#)

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---

**From:** Leonardo, Raquel <[Raquel.Leonardo@wiltshire.gov.uk](mailto:Raquel.Leonardo@wiltshire.gov.uk)>

**Sent:** 24 April 2025 16:46

**Cc:** Moore, Mary <[Mary.Moore@wiltshire.gov.uk](mailto:Mary.Moore@wiltshire.gov.uk)>

**Subject:** RE: BT Consultation Notification - Wiltshire Payphone Removal proposal/s.

Dear Town/Parish Council,

This is a gently reminder to send in your representations regarding BT Consultation Notification - Wiltshire Payphone Removal proposal/s.

The deadline is **Friday 6 June 2025**, but if possible, we would appreciate a faster response.

Those of you who have already been in touch can ignore this email.

Regards,  
Raquel

---

**From:** Leonardo, Raquel

**Sent:** 27 March 2025 09:18

**To:** Leonardo, Raquel <[Raquel.Leonardo@wiltshire.gov.uk](mailto:Raquel.Leonardo@wiltshire.gov.uk)>

**Cc:** Moore, Mary <[Mary.Moore@wiltshire.gov.uk](mailto:Mary.Moore@wiltshire.gov.uk)>

**Subject:** FW: BT Consultation Notification - Wiltshire Payphone Removal proposal/s.

Dear Town/Parish Council,

I am writing to inform you that Wiltshire Council has received notification from British Telecommunications (BT) regarding their proposal to remove several public payphones across Wiltshire – see below and attached. BT has conducted an assessment in line with the recent Ofcom guidelines and identified specific payphones for removal due to low usage and sufficient mobile network coverage.

We are now seeking representations from Town and Parish Councils.  
Please review the attached list of affected locations.

In accordance with Ofcom's updated criteria, valid grounds for objections include:

- Insufficient mobile coverage (not covered by all four main providers).
- Regular use (over 52 calls per year).
- Located in an area with a high incidence of accidents or suicides.
- Other clear evidence demonstrating a reasonable community need.

We encourage Town and Parish Councils to also consider adopting kiosks, particularly heritage-listed red boxes, through BT's 'Adopt a Kiosk' scheme for community use. Note: You can't adopt a kiosk unless you own the land the kiosk is on or have the owner's permission, but you can buy an old kiosks for this purpose. Modern boxes have been included in adopting kiosks, solely for the use and housing of defibrillators. Further details about this scheme are available at: <https://bt.com/adopt>.

Please submit any representations or expressions of interest for adoption to us by **Friday 6 June 2025**.

Caution: if we have not heard from you by the deadline date **6 June 2025**, we will automatically assume that you have no objection to the removal of the payphone boxes listed in your area.

Thank you for your attention and collaboration on this matter.

Regards,  
Raquel

**Raquel Leonardo**

Strategic Programmes Manager (Regeneration & Compliance)  
Economic Development and Regeneration

**Wiltshire Council**

Tel: 01225 713418

Email: [raquel.leonardo@wiltshire.gov.uk](mailto:raquel.leonardo@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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From: [btp.authorisation.team@bt.com](mailto:btp.authorisation.team@bt.com) <[btp.authorisation.team@bt.com](mailto:btp.authorisation.team@bt.com)>

Subject: Wiltshire Payphone removal proposal/s

## **We plan to remove payphones in your area. You can make representations for 90 days, which ends on 15 June 2025**

Dear Chief Planning Officer,

We've identified 22 public payphones in your area that are no longer needed. We've assessed these using the criteria in Ofcom's [Review of the telephony universal service obligation](#). I've attached the list of payphones that we're planning to remove.

**The kiosks shown in red are Listed so we propose to remove the telephony and lock the kiosk.**

To make sure that the local community are fully informed, we've placed notices (including the posting date) on these payphones. I've attached a sample copy.

### **Communities can 'adopt' phone boxes to turn into something completely different**

With payphone usage falling, communities are looking at new ways of using them. Thousands of boxes have been reinvented as cafes, mini-libraries, and defibrillator sites. Communities can adopt most red boxes for just £1.

They can also adopt modern glass boxes if they want to house a defibrillator. Visit [bt.com/adopt](https://bt.com/adopt) for more information

### **You can make representations in the next 90 days until 15 June 2025**

We'll take account of representations you make about our plans when we're making our final decision. We'll also write to with you the reasons for our decision (we'll also publish the reasons on [www.bt.com/payphones/service](https://www.bt.com/payphones/service)).

If you've got any questions or want to make representations, please email us at [btp.authorisation.team@bt.com](mailto:btp.authorisation.team@bt.com).

Thanks,

The BT payphones team



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BT Group plc

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## Marianne Rossi

---

**From:** Clive Merritt <clive@avon-it.co.uk>  
**Sent:** 15 December 2023 10:55  
**To:** Marianne Rossi  
**Cc:** Teresa Strange  
**Subject:** RE: Council laptops

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Marianne,

The current price for the equivalent specification to the current laptops is around £400 including VAT. The prices go up and down quite a lot, so may be a bit cheaper or dearer in a few weeks.

The lifespan is a bit difficult, as it depends on the specification of the laptop and the user's requirements. I would expect the current laptops to be easily adequate for general use for at least 5 years and probably quite a bit longer. Hardware faults can cause a laptop to fail much earlier.

Let me know if you need any more details.

Clive

---

**From:** Marianne Rossi [mailto:admin@melkshamwithout-pc.gov.uk]  
**Sent:** 15 December 2023 09:39  
**To:** Clive Merritt <clive@avon-it.co.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Council laptops

Hi Clive,

I wonder whether you can tell me the price of a new laptop please? Just for the budget as Stefano didn't have a council one so we might need to get one for the new councillor.

Also, could you tell me what the expected lifespan of a laptop is please?

Many thanks

Best Wishes,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham



**NOTES of Road Safety Working Group of Melksham Without Parish Council  
held on Tuesday 22<sup>nd</sup> April 2025 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place,  
Melksham, SN12 6ES at 4pm**

**Present:** Councillors Mark Harris, Peter Richardson (**Chair**), Robert Shea-Simonds and Anne Sullivan

**Officers:** Teresa Strange, Clerk and Fiona Dey, Officer

**1. To receive apologies**

Apologies were received from Shona Holt.

**2. To note extract from Highways Committee minutes 7th April regarding Road Safety measures requested by CAWS (Community Action: Whitley & Shaw) further to Site Visit**

Noted.

**3. To review the list of improvements requested by CAWS and make a recommendation on what improvements should be taken forward to LHFIG (Local Highways & Footpath Improvement Group). This to be brought back to Annual Council meeting on 12<sup>th</sup> May**

The list of improvements requested was discussed. See attached list with comments.

**Recommendation:** To approve the actions on the list of requests

Meeting closed at 5pm

Signed.....  
Chair of Council, 12<sup>th</sup> May 2025

## Whitley and Shaw Potential Highways/Road Safety Improvements



### Summary





Items 1 – 16. Items agreed in principle to be submitted to the next LHFIG (recommendations from HW committee approved at Full Council), viz, any line marking improvements identified; scrape back vegetation on pavements to widen (Shaw Hill and Corsham Road); any sign replacements identified on the list.





Items 17 - 23. Items for the Road Safety Working Group (RSWG) to prioritise





Items 24 – 26. Not directly highways related – suggest proceed anyway?





Items 27 – 28. Other general points – RSWG to prioritise.

| No  | Location | Description           | Category     | Picture   | Priority | RSWG recommendation to Proceed ? |
|---|----------|-----------------------|--------------|---|----------|----------------------------------|
| <b>Items agreed in principle to be submitted to the next LHFIG (recommendations from HW committee approved at Full Council)</b> |          |                       |              |   |          |                                  |
| 1   | Top Lane | New “First Lane” sign | Signage      |   | Low      | Yes                              |
| 2   | Top Lane | 3 Lines on SLOW       | Line Marking |  | Med      | Yes                              |




|   |              |  |              |  |     |     |
|---|--------------|--|--------------|--|-----|-----|
| 3 | Top Lane     | Refuge Island First Lane/Top Lane Junction | Line Marking |    | Low | Yes |
| 4 | Top Lane     | New "Middle Lane" sign                     | Signage      |    | Low | Yes |
| 5 | Corsham Road | Repaint Roundels with grey background      | Line Marking |   | Med | Yes |
| 6 | Corsham Road | Repaint centre line                        | Line Marking |  | Med | Yes |



|    |              |  |              |  |      |  |
|----|--------------|--|--------------|--|------|--|
| 7  | Corsham Road | White lines inside kerb lines<br><br>(NB. Some research suggests that these lines are only temporary in improving road safety – <b>so propose that this work is not commissioned yet</b> ) | Line Marking |    | Low  | <b>Yes</b> – low priority BUT worth doing at the same time as the centre line, rather than separately? |
| 8  | Corsham Road | Scrape back vegetation on pavements to widen (Mosquitto)   | Vegetation   |    | High | <b>Yes</b> – and must be done before programmed footway repairs  |
| 9  | Corsham Road | Repaint Zebra Crossing   | Line Marking |   | Med  | <b>Yes</b>   |
| 10 | Corsham Road | 3 lines on SLOW  | Line Marking |  | Med  | <b>Yes</b>   |


|    |           |  |              |  |      |     |
|----|-----------|--|--------------|--|------|-----|
| 11 | Bath Road | Roundels with red/grey background by traffic lights      | Line Marking |    | High | Yes |
| 12 | Shaw Hill | Yellow lines on SLOW                                     | Line Marking |    | Med  | Yes |
| 13 | Shaw Hill | Scrape back vegetation on pavements to widen (Mosquitto) | Vegetation   |   | High | Yes |
| 14 | Shaw Hill | New SLOW on the rise up to Beltane Place                 | Line Marking |  | High | Yes |

|  |              |   |              |  |      |   |
|--|--------------|---|--------------|--|------|---|
| 15   | Shaw Hill    | Textured line across road near Bus Shelter                          | Line Marking |    | High | Yes   |
| 16   | General      | Safe walking to school route across Ever Green Meadow/Chicken Alley | Other        | TBA  | TBA  | Yes   |
| <b>Items for RSWG to prioritise following recommendations from HW committee approved at Full Council</b> |              |   |              |  |      |   |
| 17   | Top Lane     | Confirm Top Lane SID/Speedwatch locations                           | Other        |    | High | Yes – MWPC officers to confirm  |
| 18   | Corsham Road | Village Gate  | Other        |   | High | Yes – but also consider alternative more cost effective offers – MWPC to obtain quotes                            |
| 19   | Corsham Road | Replace Cats Eyes inner section                                     | Other        |  | Med  | YES (suggested by Highway Officer) – this is maintenance but progress if not covered by maintenance through LHFIG |

|    |              |                  |       |   |      |   |
|----|--------------|------------------|-------|---|------|---|
| 20 | Corsham Road | Footpath repairs | Other |  | High | <b>YES</b> - Maintenance and understand it's already on WC maintenance list for early in new financial year |
|----|--------------|------------------|-------|---|------|---|

|   |           |  |       |   |      |   |
|---|-----------|--|-------|---|------|---|
| 21  | Bath Road | Village Gate   | Other |   | High | <b>Yes</b> – but also consider alternative more cost effective offers |
| 22  | Shaw Hill | Village Gate & Roundels at end of Folly Lane                           | Other |   | High | <b>Yes</b> – but also consider alternative more cost effective offers |
| 23  | Shaw Hill | Pedestrian crossing sign on the brow of the hill towards Beltane Place | Other |  | High | <b>Yes</b> – and assume NIL cost to MWPC as under £500                |
| <b>Not directly highways related – suggest proceed anyway</b> |           |  |       |   |      |   |

|    |              |                                 |  |  |     |  |
|----|--------------|---------------------------------|--|--|-----|--|
| 24 | Corsham Road | Refurbish bench opposite school |  |  | Low | Put to next Asset Management agenda                                |
| 25 | Corsham Road | Replace bin                     |  |  | Low | There is a cost – for asset management as not burnt out or missing |

|    |           |                                     |  |  |      |  |
|----|-----------|-------------------------------------|--|--|------|--|
| 26 | Bath Road | Paint internal walls of bus shelter |  |  | High | Caretaker or Community Pay Back or Corporate Social Responsibility |
|----|-----------|-------------------------------------|--|--|------|--|

#### Other general points – RSWG to prioritise

|    |         |  |  |     |     |  |
|----|---------|--|--|-----|-----|--|
| 27 | General | <p>Undertake Traffic Surveys to inform possible 20 MPH limit on Top/Middle/First Lanes</p> <p>Note 1. WC HW Engineer advised that WC pay for surveys and there is no limit to the number that can be requested, but not all requests would necessarily be supported.</p> |  | TBA | TBA | <p><b>YES</b> Prioritise the three areas that most likely to have an accident – Shaw Hill and Corsham Road. Use data to inform location of village gates and potential crossings. Also get data about the type of traffic, as well as the speed (impact of Cleveland Bridge HGV and CA Zone, construction traffic to National Grid)</p> <p>Sites:</p> <ul style="list-style-type: none"> <li>Shaw Hill Bus Shelter at Beltane Place</li> </ul> |
|----|---------|--|--|-----|-----|--|



|    |         |   |  |     |     |   |
|----|---------|---|--|-----|-----|---|
|    |         | <p>Note 2. WC HW Engineer advised that speeds below the threshold that triggers Speedwatch/SID deployment would not risk the loss of those services.</p> <p>Note 3. WC HW Engineer advised 20MPH Limits typically better than Zones in rural settings in order to avoid traffic calming measures.</p> |  |     |     | <ul style="list-style-type: none"> <li>• Bath Road by the bus shelter to be painted</li> <li>• Corsham Road – ½ way between Shaw Church and Westlands Lane – perhaps at site of crossing in Middle Farm application</li> </ul>        |
| 28 | General | School Travel Plan (hasten school)  |  | N/A | TBA | <p>Yes Principle applies to all the schools in the parish. CAWS to contact school head, MWPC to contact schools and White Horse, and to engage new Wiltshire Councillors. MOCS heads are coming to June MWPC full Council meeting</p> |



# Wiltshire Council Local Transport Plan 4

Executive Summary

March 2025





AGENDA ITEM 21c - LTP4\_Executive\_Summary

**Wiltshire Council**

# Executive summary

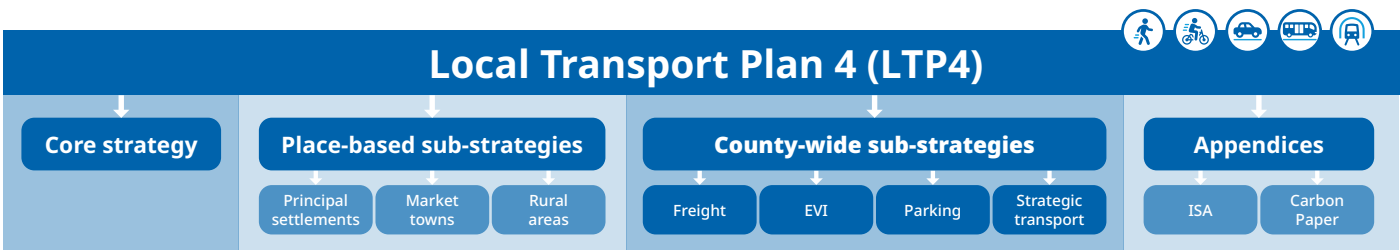
## Introduction

Our fourth Wiltshire Council Local Transport Plan (LTP4) covers the period from 2025 to 2038. Given the significant environmental and societal changes that have occurred since LTP3 was adopted in 2011, it was time for a refresh. LTP4 covers:

-  Our overall vision for transport in the county.
-  Objectives, policies and measures to help us acheive this in our three place types and across four county-wide themes.
-  Our approach to sustainability and climate change relating to transport.
-  An overview of our plan for delivery and monitoring of our vision, objectives policies and measures.

The LTP4 is structured as follows: the Core LTP4 Strategy is the strategic, overarching document of the LTP4. It provides the context and background, establishing Wiltshire’s need for a new LTP, introducing the local transport challenges and setting out the LTP4 vision and objectives; in doing so, it sets the overall forward plan for transport across the county for the LTP4 period. The sub-strategies contain the detail of the LTP4 policies and measures for each place type and county-wide theme. These are supported by our two environmental assessments, which sit as appendices.

### LTP4 structure:



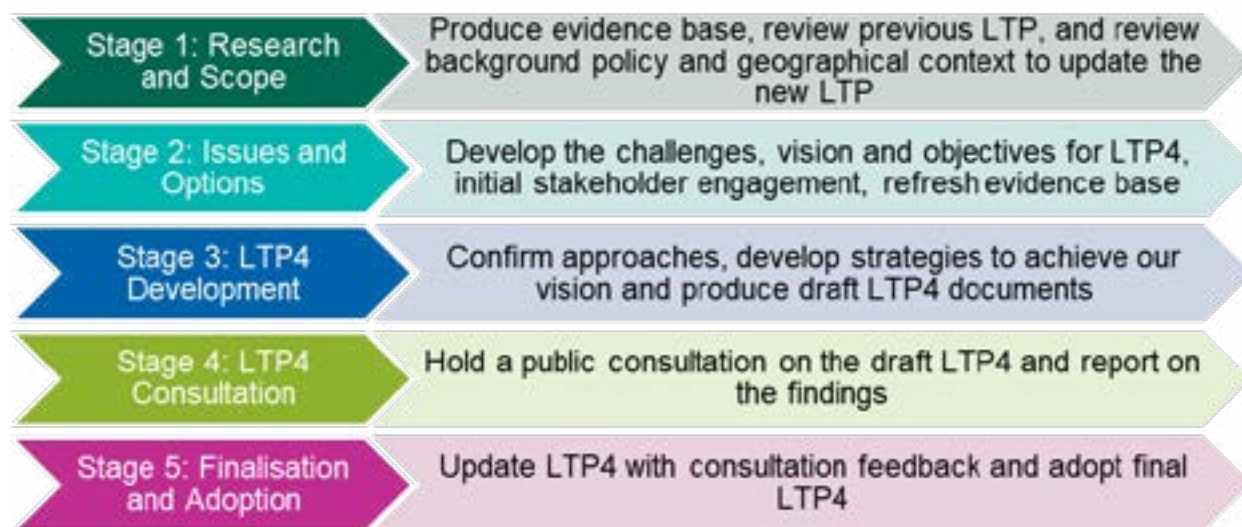
\* **ISA** (Integrated Sustainability Assessment)

\* **EVI** (Electric vehicle charging infrastructure)

A comprehensive review of relevant national, regional and local policies and strategies has highlighted several key themes for the LTP4, as shown in the diagram below.

Following LTP4 adoption, we will publish subsequent documents which will provide greater detail, further developing how we will put the LTP4 policies into action.

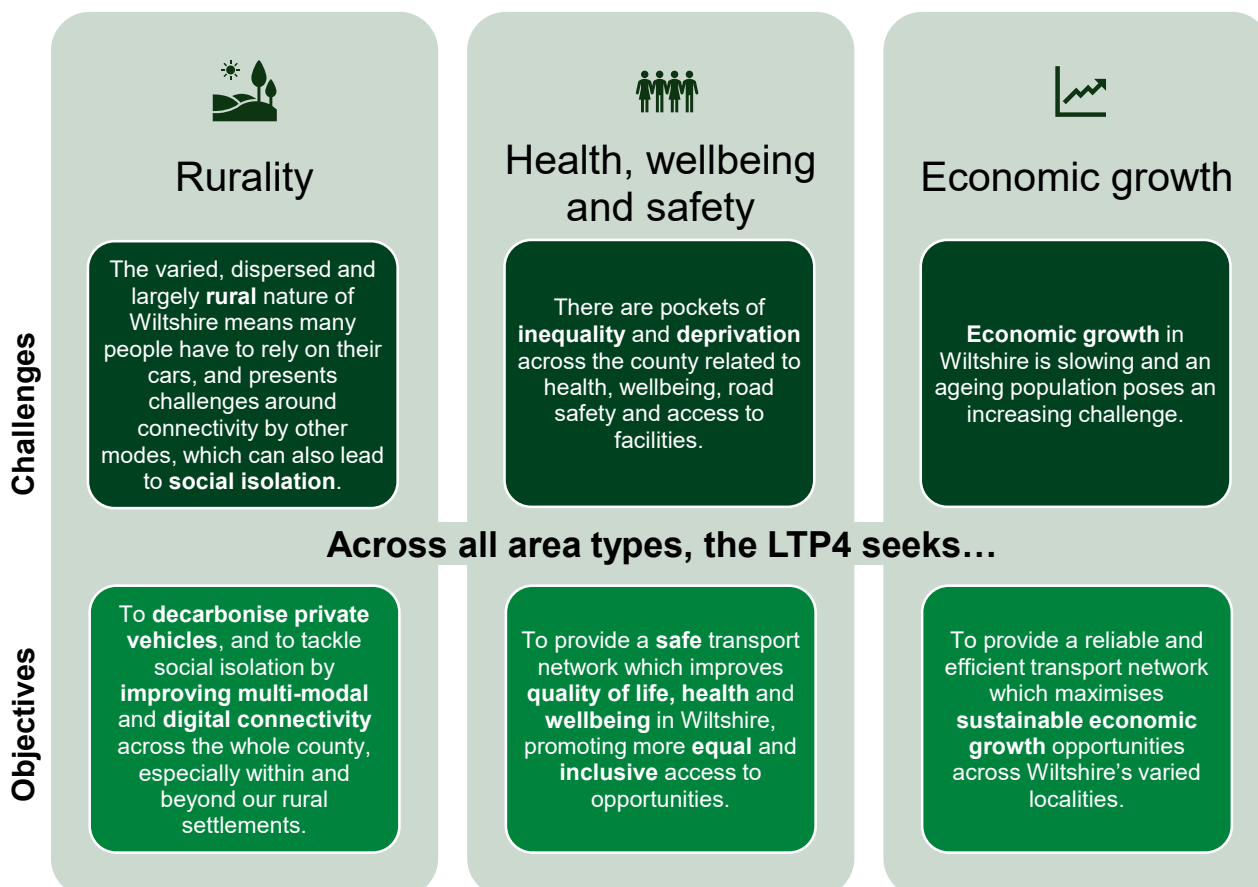
## LTP4 development process



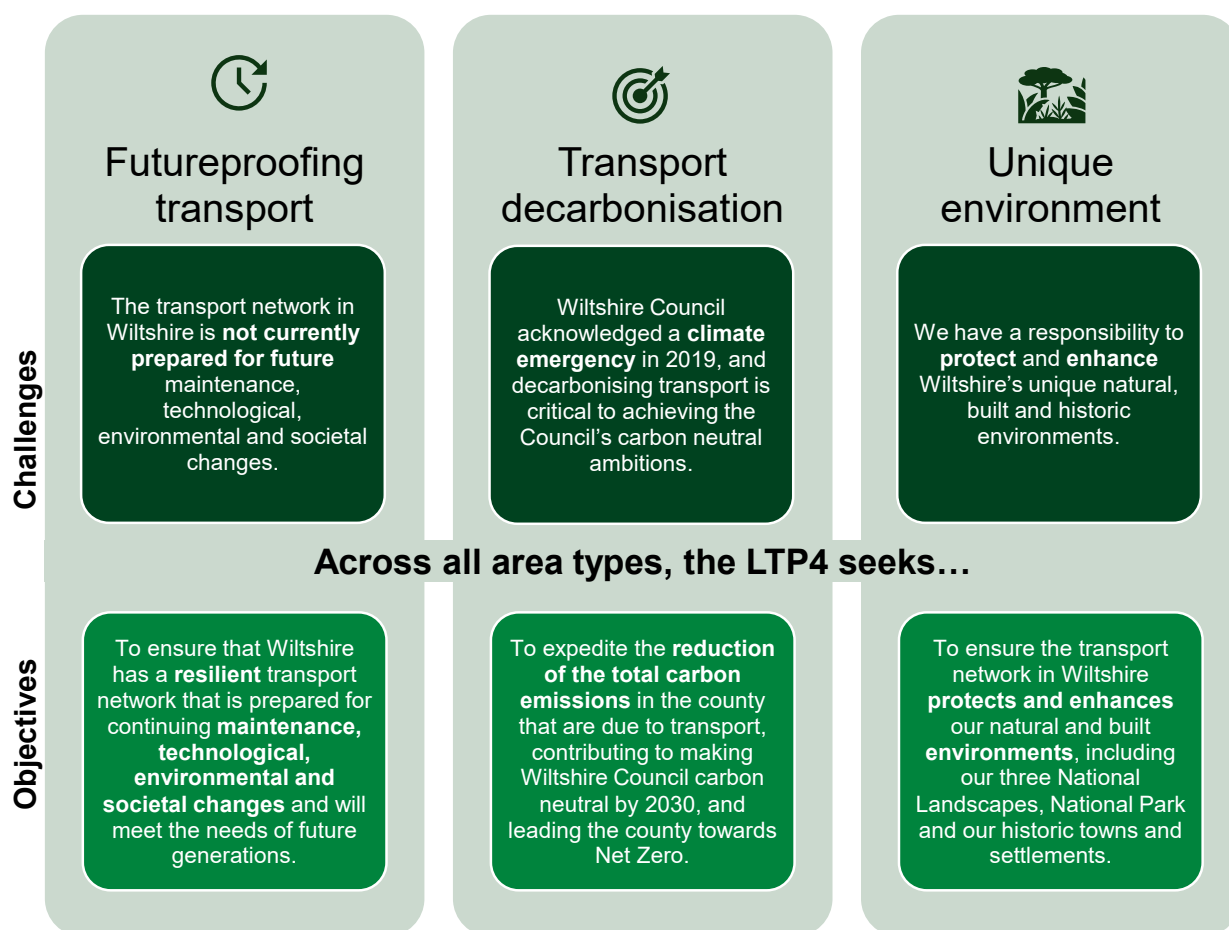
## Challenges, objectives, vision and policies

We have identified six transport **challenges**, and six **objectives**, to help guide the development of the LTP4 in responding to these.

### Summary of challenges and objectives







The long-term aspiration for transport in Wiltshire to 2038 and beyond, is set out in the LTP4 vision:

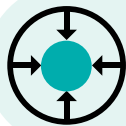
### Our vision

**A safe and connected transport system which protects the county's unique built, natural and historic environment, making this accessible for all, supports economic growth across Wiltshire's communities and contributes to a low carbon future.**

To deliver our LTP4 vision and objectives, a broad mix of policies is needed. We have defined four policy areas which provide the foundation and structure for our policies and measures to: Avoid, Shift and Improve travel patterns, alongside Supporting measures. Each of these policy areas is essential for achieving our vision and objectives; feedback from stakeholders affirmed the need to strike a balance.



### Policy area: **Avoid**



Avoid unnecessary travel – giving people the choice to reduce the number and length of car trips needed through promoting digital connectivity, locating services, jobs and other destinations within closer reach and combining journeys.

- Policy A1: Reduce the need to travel as often through combining journeys and providing digital options
- Policy A2: Enabling access to services, jobs and other destinations within closer reach

### Policy area: **Shift**



Shift to more sustainable modes of transport – providing better and more accessible options for travel via active travel, public and shared transport.

- Policy S1: Enable active travel to be the preferred choice for shorter journeys (or as part of a longer journey) by improving dedicated walking/ cycle routes, journey safety, access and quality
- Policy S2: Provide more public and shared transport options and improve service quality
- Policy S3: Provide better access to public and shared transport services
- Policy S4: Influence the demand for private car use, ensuring improved access and journey time reliability for those who need it most
- Policy S5: Encourage and enable shift to more sustainable modes for freight

### Policy area: **Improve**



Improve vehicle, fuel and network efficiency – through roll out of electric vehicles and charging infrastructure, alternative fuels and technology improvements.

- Policy I1: Facilitate and encourage move to low and zero emission vehicles
- Policy I2: Enable safer, more efficient driving and operation of road networks

### Policy area: **Support**



Support and enable delivery of the Avoid, Shift and Improve policy areas – both now and into the future.

- Policy SU1: Empower people with the skills, knowledge and motivation they need to safely access more sustainable and healthier transport
- Policy SU2: Work in partnership with Government bodies, stakeholders to improve transport for all
- Policy SU3: Develop more detailed plans for how our LTP4 Vision and Objectives will be delivered



## Vision, objectives, policy areas and policies



The **sub-strategies** contain the detail of the LTP4 policies and measures. We have produced three **place-based sub-strategies**: Principal Settlements, Market Towns and Rural Areas. The place-based approach enables us to tailor the Avoid, Shift, Improve framework to Wiltshire's particular circumstances, considering the vast diversity of places in the county.

Four **thematic county-wide sub-strategies** sit alongside the place-based sub-strategies: freight, parking, electric vehicle infrastructure and strategic transport.

## Environment and sustainability

Our ongoing commitment to the environment and sustainability includes the following design principles, as detailed in the Core LTP4 Strategy.

- We will proactively consider health and equalities issues from the earliest stage in designing and specifying our LTP4 measures.
- Scheme design will proactively consider environmental protection from the earliest stage, and will ensure that the processes of scheme construction, maintenance and operation identify and take opportunities available to:
  - Improve air quality (including consideration of the Air Quality Action Plan)
  - Reduce greenhouse gas emissions
  - Build in resilience to climate change (including the development of climate change adaption pathways)
  - Avoid and protect areas that are recognised at the highest levels for their importance to nature conservation and biodiversity
  - Protect Wiltshire's ecology, landscape and townscape
  - Protect the historic environment
  - Protect natural resources
  - Protect the water environment and
  - Promote circular economy principles.

We have carried out both an Integrated Sustainability Assessment, and an assessment of the LTP4 measures' potential contribution to reducing greenhouse gas emissions; details can be found in the LTP4 appendices.

## Delivery

Our delivery plan sets out the potential timeframe for each measure, which varies depending on the scale and complexity of each individual scheme and relies on securing sufficient funding. It also outlines the role Wiltshire Council will play:

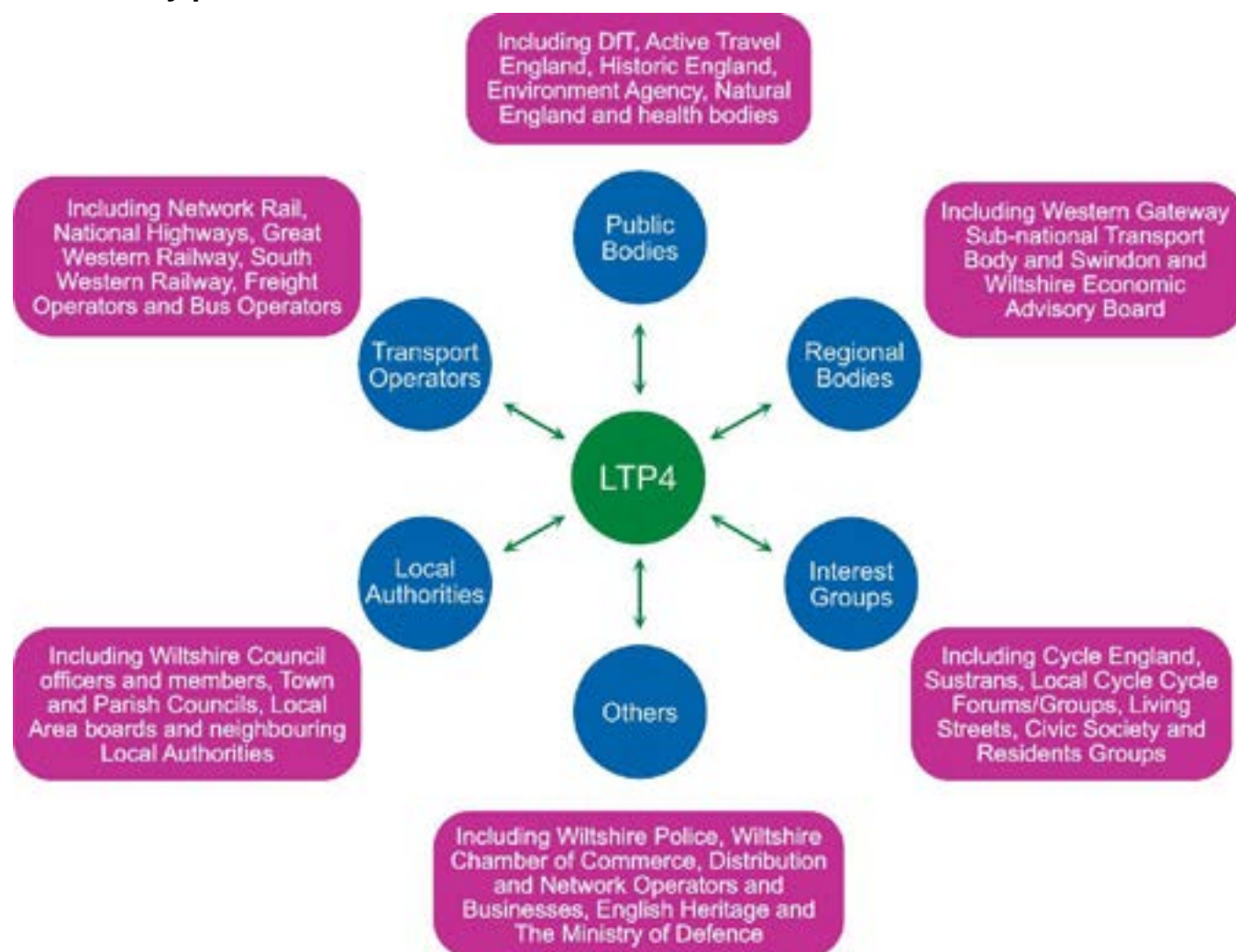
- Deliver: Wiltshire Council will be directly responsible for implementing this measure.
- Influence: the measure can be delivered in collaboration with our various partners.
- Market-led: we will investigate options to support the implementation of this measure, but it will be private sector led.

To achieve our LTP4 vision and objectives and deliver the proposed measures, we must work collaboratively with partner organisations.





## LTP4 delivery partners



The ambitious nature of our objectives will require significant levels of funding to be achieved. The Local Government funding landscape is challenging and there are additional uncertainties following the change in National Government in summer 2024. We will continue to take a proactive approach.

### Funding can come from several sources:

- Central Government grants.
- The private sector, including developer contributions.
- Council sources such as council tax and council owned car parks.
- Regional competitive bidding processes (through the Swindon and Wiltshire Enterprise Partnership or Western Gateway Sub-national Transport Body).
- National competitive bidding process (from various Government departments, such as Department of Transport, Active Travel England and Homes England).



## Monitoring and evaluation

Wiltshire Council has a statutory duty to monitor the performance of the LTP4 against our strategic objectives and policies. We will do so over the LTP4's lifespan and report this in regular Progress Reports. Where possible, data that is already available and collected on a national, regional or local basis will be used to track our progress.

### County-wide sub-strategies

In order to address modes of transport that cover the whole of Wiltshire, so are not specific or tailored to place types, we have developed LTP4 county-wide sub-strategies, which covers four county-wide transport themes:

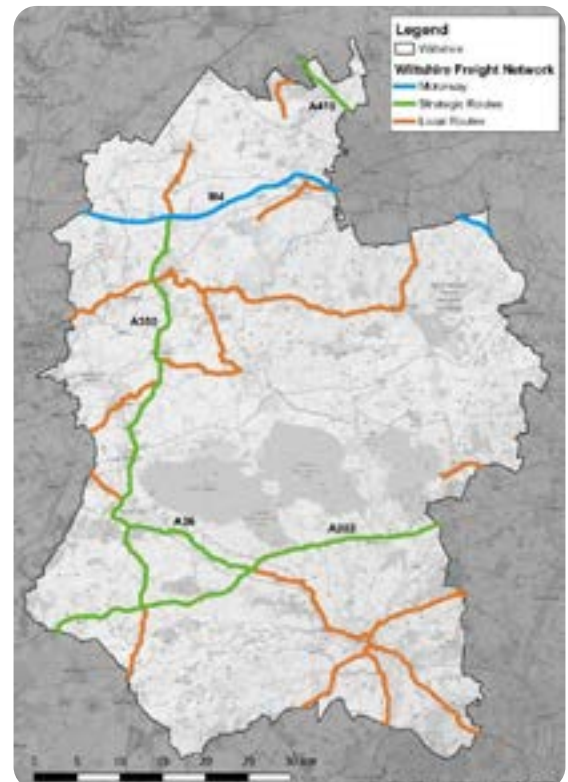
- Freight
- Parking
- Electric vehicle infrastructure, and
- Strategic transport (focusing on longer journeys, incorporating bus, rail and the Strategic Road Network).

### Freight sub-strategy

Freight is a key component of Wiltshire's transport network, ensuring the efficient movement of goods by both rail and road. This sub-strategy aims to deliver on the vision and objectives of the LTP4, through developing policies to decarbonise and futureproof the county's freight networks, support the delivery of economic growth, protect the unique environment of Wiltshire, and ensure the health and wellbeing of Wiltshire's residents.

The movement of goods is essential to supporting many aspects of our lives at both the local and national level. The freight system plays a key role in supporting the national economy, transporting raw materials and products to factories, finished goods to retailers and goods to ports. More locally within Wiltshire, the freight system plays a key role in delivering goods to our shops, products to our homes, and serving the manufacturing and construction industries. Whilst freight movements are key to the national and local economy, there are several challenges associated with the movement of goods.

Wiltshire's strategic location within the country means that numerous roads are used by freight, making it an important area of transport to focus on as part of the LTP4. The purpose of this strategy is to outline the amount and way in which goods are being moved in Wiltshire through an understanding of key freight corridors, and how to address the challenges associated with freight. This includes the emissions caused by freight and setting the rationale for decarbonisation of the county's freight networks.



## Parking sub-strategy

This sub-strategy sets out the policies for parking across Wiltshire, providing the strategic direction for parking measures for the period up to 2038. Wiltshire Council needs to manage parking supply so that it allows people to access local services and businesses without causing significant traffic congestion and environment impacts. The purpose of this sub strategy is to set out how the council will manage parking across Wiltshire. This includes both provision and enforcement of an and off-street parking stock.

In particular, this parking strategy seeks to:

- Support the local economy through making local services and tourist destinations accessible.
- Deliver a balance between supporting our communities and encouraging greater use of sustainable transport modes.
- Ensure access to parking for those with mobility impairments.
- Improve journey time reliability by managing on-street parking to reduce traffic conflicts and delays.
- Align parking charges and standards, working in partnership with Town and Parish Councils and other key stakeholders, to encourage and discourage short, medium, and long term stays where required.
- Support the delivery of planned growth through ensuring safe and sustainable access to sites.
- Support the vitality of our town centres through consideration of parking provision and charges.





## Electric vehicle infrastructure sub-strategy

This sub-strategy sets out the policies for electric vehicle infrastructure (EVI) across Wiltshire, providing the strategic direction for EVI measures for the period up to 2027.

The transition to electric vehicles is well underway, with electric vehicles (battery and plug-in hybrid) accounting for 25% of UK new vehicle sales in 2024 and 1.9 million electric vehicles now on UK roads. The government has regulated that no new petrol/diesel vehicles are to be sold from 2035, with the Zero Emission Mandate dictating how manufacturers increase EV sales to achieve this goal (e.g. 70% electric vehicle sales by 2030).

Wiltshire Council has a role to play in enabling the move to electric vehicles, having set a net zero target for our own activities of 2030, and being committed to supporting the national 2050 net zero target. The transport sector has the second largest sector greenhouse gas (GHG) emissions in Wiltshire, predominantly created by private vehicles. In this respect the move to electric vehicles represents the greatest opportunity to reduce GHG emissions from private vehicle transport in the short to medium term.

A new, separate Wiltshire electric vehicle charging infrastructure strategy is being developed, and this LTP4 sub-strategy represents the emerging direction of that document. We are also currently bidding for DfT Local Electric Vehicle Infrastructure (LEVI) funding to rollout further charging points across the county.



## Strategic transport sub-strategy

This sub-strategy sets out the policies for strategic transport across Wiltshire for the period up to 2038. Strategic transport includes longer distance journeys: those between settlements in Wiltshire, and those which cross our county border, within and beyond the South West region. Given that these journeys are likely to interact with several different place types, it is most appropriate to consider them at a county-wide level. The main modes of transport commonly used for these types of trips are bus, coach, rail, and car.

An effective and efficient transport network is a fundamental part of everyday life, whether bus, coach, rail, or road. Our networks connect people and places across the county to services and opportunities including jobs, education, leisure, new developments and tourist destinations. This sub-strategy focuses on passenger journeys rather than the movement of goods, as freight is addressed in a separate county-wide sub-strategy.

This sub-strategy sets out the long-term strategic transport priorities for our networks, however, much of the infrastructure and services related to these modes of transport are managed by bodies external to Wiltshire Council (see table below). As such, collaborative partnerships with these organisations are essential for supporting a thriving transport network in Wiltshire, and this sub-strategy aims to set the direction for our work with these partners.

| Mode of transport    | Activity   | Responsible body  |
|----------------------|--|---|
| <b>Bus and coach</b> | Service operation<br>Access, egress and interchange<br>infrastructure    | Bus and coach operators<br>(some services are subsidised<br>by Wiltshire Council) |
|                      | Road infrastructure and maintenance                                      | Wiltshire Council   |
| <b>Rail</b>          | Service operation  | Train Operating Companies   |
|                      | Rail infrastructure  | Network rail  |
| <b>Road</b>          | Operation of Strategic Road Network<br>(Motorways and major A Roads)     | National Highways   |
|                      | Operation of local road network (all<br>other public roads in Wiltshire) | Wiltshire Council   |

## Principal Settlements

In order to reflect the different geography and places across Wiltshire, the LTP4 place-based sub-strategy focuses on these different place types: Principal Settlements, Market Towns and Rural Areas:

- 23% of Wiltshire's population (120,800 people) live across the three Principal Settlements
- 33% of Wiltshire's population (169,100 people) live in Market Towns
- 44% of Wiltshire's population (226,000 people) live in Rural Areas





📍 Salisbury



📍 Corsham



📍 Pewsey

## Place-based sub-strategies

### Principal Settlements

There are three **Principal Settlements** located across the county. Wiltshire's principal and largest settlements are the historic cathedral city of **Salisbury** in the south, the county town of Trowbridge in the west, and the historic town of **Chippenham** in the north. On average, the population density of the Principal Settlements is **37 people per hectare**: the highest out of the three place types.

### Market Towns

There are several **Market Towns** located across the county. On average, the population density of Market Towns is **26 people per hectare**.

Devizes and Marlborough are in the central and eastern parts of Wiltshire. Both have attractive town centres, and Marlborough is popular for tourism, shopping and leisure as well as business. Calne, Corsham, Malmesbury, and Royal Wootton Bassett are in the north of Wiltshire, and Bradford on Avon, Melksham, Warminster and Westbury are located in the west.

Amesbury has an important role as a Market Town in the south Wiltshire area, providing a good level of services, shops and jobs. The towns of Tidworth and Ludgershall in the east have a large Army presence, which is the largest local employer.


### Rural areas

Wiltshire is predominantly rural in terms of area, with 93.3% of the county classified as rural. There is a large diversity of places within these **Rural Areas**: there are seven Local Service Centres, 58 Large Villages and 148 Small Villages across Wiltshire's Rural Areas. On average, the population density of the Rural Areas is **4 people per hectare**: by far the lowest out of the three place types.

The Local Service Centres are Pewsey, Market Lavington, Cricklade, Tisbury, Mere, Downton and Wilton. They each serve a surrounding rural hinterland and provide access to facilities and services. Some of Wiltshire's military bases are located in rural areas in the east of the county.



## LTP4 Measures - full list

| Policy area  | Measure   | Place-based sub-strategies |              |             |             | County-wide sub-strategies |         |                   |                     |
|--|---|----------------------------|--------------|-------------|-------------|----------------------------|---------|-------------------|---------------------|
|  |   | Principal Settlements      | Market Towns | Rural Areas | Overarching | Freight                    | Parking | Electric vehicles | Strategic transport |
| <b>Avoid unnecessary travel</b><br> | <b>A1</b> Reduce the need to travel as often through combining journeys and providing digital options   |                            |              |             |             |                            |         |                   |                     |
|  | A1.1: Improving ultrafast fibre coverage to enable access to online services  | ✓                          | ✓            | ✓           |             |                            |         |                   |                     |
|  | A1.2: Review of consolidation centres   |                            |              |             |             | ✓                          |         |                   |                     |
|  | A1.3: Planning for HGV deliveries in new developments   |                            |              |             |             | ✓                          |         |                   |                     |
|  | <b>A2</b> Enabling access to services, jobs and other destinations within closer reach  |                            |              |             |             |                            |         |                   |                     |
|  | A2.1: Co-working spaces   | ✓                          | ✓            | ✓           |             |                            |         |                   |                     |
|  | A2.2: Support improvements to services that can be provided locally to reduce travel  | ✓                          | ✓            | ✓           |             |                            |         |                   |                     |
|  | A2.3: Ensure design requirements are met for new developments   | ✓                          | ✓            |             |             |                            |         |                   |                     |
|  | A2.4: Parcel pick-up points at local hubs   |                            | ✓            | ✓           |             |                            |         |                   |                     |
| <b>Shift to more sustainable modes of transport</b>  | <b>S1</b> Enable active travel to be the preferred choice for shorter journeys (or as part of a longer journey) by improving journey safety, access and quality |                            |              |             |             |                            |         |                   |                     |
|  | S1.1: Deliver the infrastructure improvements identified in our LCWIPs  | ✓                          | ✓            | ✓           |             |                            |         |                   |                     |
|  | S1.2: Public realm improvements   | ✓                          | ✓            | ✓           |             |                            |         |                   |                     |
|  | S1.3: Wayfinding  | ✓                          | ✓            | ✓           |             |                            |         |                   |                     |






| Policy area | Measure   | Principal Settlements | Market Towns | Rural Areas | Overarching | Freight | Parking | Electric vehicles | Strategic transport |
|-------------|---|-----------------------|--------------|-------------|-------------|---------|---------|-------------------|---------------------|
|             | S1.4: Cycle parking   | ✓                     | ✓            | ✓           |             |         |         |                   |                     |
|             | S1.5: Safer movement for active travel  | ✓                     | ✓            | ✓           |             |         |         |                   |                     |
|             | S1.6: Reduced vehicle speeds where appropriate, especially in or adjacent to residential areas      | ✓                     | ✓            | ✓           |             |         |         |                   |                     |
|             | S1.7: Cycle hire schemes  | ✓                     | ✓            | ✓           |             |         |         |                   |                     |
|             | S1.8: Freight kerbside delivery management  |                       |              |             |             | ✓       |         |                   |                     |
|             | <b>S2 Provide more public and shared transport options, and improve service quality</b>             |                       |              |             |             |         |         |                   |                     |
|             | S2.1: Bus infrastructure and service improvements on key corridors                                  |                       |              |             |             |         |         |                   | ✓                   |
|             | S2.2: Implementation of new DRT services  |                       |              |             |             |         |         |                   | ✓                   |
|             | S2.3: Ride sharing, including shared taxis  | ✓                     | ✓            | ✓           |             |         |         |                   |                     |
|             | S2.4: Support for more frequent or new direct rail services   |                       |              |             |             |         |         |                   | ✓                   |
|             | S2.5: Support for rail capacity upgrades  |                       |              |             |             |         |         |                   | ✓                   |
|             | S2.6: Supporting availability of train servicing facilities   |                       |              |             |             |         |         |                   | ✓                   |
|             | <b>S3 Provide better access to public and shared transport services</b>                             |                       |              |             |             |         |         |                   |                     |
|             | S3.1: Improve access to and from public transport stops and stations by sustainable modes of travel | ✓                     | ✓            | ✓           |             |         |         |                   |                     |
|             | S3.2: New stations  |                       | ✓            |             |             |         |         |                   |                     |



| Policy area | Measure  | Principal Settlements | Market Towns | Rural Areas | Overarching | Freight | Parking | Electric vehicles | Strategic transport |
|-------------|--|-----------------------|--------------|-------------|-------------|---------|---------|-------------------|---------------------|
|             | S3.3: Improved waiting and interchange facilities at bus stops and stations  |                       |              |             |             |         |         |                   | ✓                   |
|             | S3.4: Provision of real time passenger information at bus stops  |                       |              |             |             |         |         |                   | ✓                   |
|             | S3.5: Railway station upgrades   |                       |              |             |             |         |         |                   | ✓                   |
|             | S3.6: Mobility hubs  | ✓                     | ✓            | ✓           |             |         |         |                   |                     |
|             | S3.7: Explore the role and function of Park and Ride   |                       |              |             |             |         |         |                   | ✓                   |
|             | S3.8: Smarter ticketing and payment on buses   |                       |              |             |             |         |         |                   | ✓                   |
|             | S3.9: Accessible and inclusive buses and infrastructure  |                       |              |             |             |         |         |                   | ✓                   |
|             | S3.10: Lower and simpler bus fares   |                       |              |             |             |         |         |                   | ✓                   |
|             | S3.11: Multi-modal ticketing   |                       |              |             |             |         |         |                   | ✓                   |
|             | S3.12: Coach parking   |                       |              |             |             |         |         |                   | ✓                   |
|             | <b>S4</b> Influence the demand for private car use, ensuring improved access and journey time reliability for those who need it most |                       |              |             |             |         |         |                   |                     |
|             | S4.1: Improved car parking signage   |                       |              |             |             |         | ✓       |                   |                     |
|             | S4.2: Provision and consistency of disabled parking  |                       |              |             |             |         | ✓       |                   |                     |




| Policy area  | Measure  | Principal Settlements | Market Towns | Rural Areas | Overarching | Freight | Parking | Electric vehicles | Strategic transport |
|--|--|-----------------------|--------------|-------------|-------------|---------|---------|-------------------|---------------------|
|  | S4.3: Review of parking payment methods  |                       |              |             |             |         | ✓       |                   |                     |
|  | S4.4: Review of parking charges  |                       |              |             |             |         | ✓       |                   |                     |
|  | S4.5: Review of our existing parking assets  |                       |              |             |             |         | ✓       |                   |                     |
|  | S4.6: Resident permit zones  |                       |              |             |             |         | ✓       |                   |                     |
|  | <b>S5</b> Encourage and enable shift to more sustainable modes for freight   |                       |              |             |             |         |         |                   |                     |
|  | S5.1: Micro-consolidation and use of alternative modes for first/last mile   |                       |              |             |             | ✓       |         |                   |                     |
|  | S5.2: Shifting freight from road to rail   |                       |              |             |             | ✓       |         |                   |                     |
|  | S5.3: Safeguarding land for rail and consideration of rail freight interchange site  |                       |              |             |             | ✓       |         |                   |                     |
| <b>Improve vehicle, fuel and network efficiency</b><br> | <b>I1</b> Facilitate and encourage move to low and zero emission vehicles  |                       |              |             |             |         |         |                   |                     |
|  | I1.1: Roll out public on-street residential charging at scale, focusing provision for residents with no off-street parking |                       |              |             |             |         |         | ✓                 |                     |
|  | I1.2: Encourage and facilitate EV charging provision in new developments and refurbishments                                |                       |              |             |             |         |         | ✓                 |                     |
|  | I1.3: Ensure that public EV charging is located through robust data analysis and community                                 |                       |              |             |             |         |         | ✓                 |                     |

| Policy area | Measure  | Principal Settlements | Market Towns | Rural Areas | Overarching | Freight | Parking | Electric vehicles | Strategic transport |
|-------------|--|-----------------------|--------------|-------------|-------------|---------|---------|-------------------|---------------------|
|             | consultation, employing technology appropriate to its context  |                       |              |             |             |         |         |                   |                     |
|             | I1.4: Support the roll out of rapid charger hubs by the commercial sector, ensuring chargers are appropriately located and minimise any associated risks |                       |              |             |             |         |         | ✓                 |                     |
|             | I1.5: Investigate the use of cable channel products to enable safe cross-pavement on-street home charging  |                       |              |             |             |         |         | ✓                 |                     |
|             | I1.6: Support EV uptake in corporate fleets and car clubs  |                       |              |             |             |         |         | ✓                 |                     |
|             | I1.7: Support and publicise regional and national schemes which help make EVs more financially accessible  |                       |              |             |             |         |         | ✓                 |                     |
|             | I1.8: Explore adopting policies and support to increase the number of EV taxis   |                       |              |             |             |         |         | ✓                 |                     |
|             | I1.9: Ensure that new EV chargers maximise accessibility for both drivers and footway users  |                       |              |             |             |         |         | ✓                 |                     |
|             | I1.10: Ensure new public EV charging includes provision for deprived areas and rural locations   |                       |              |             |             |         |         | ✓                 |                     |
|             | I1.11: Support for low emission freight  |                       |              |             |             | ✓       |         |                   |                     |
|             | I1.12: Expand EV car club coverage   | ✓                     | ✓            | ✓           |             |         |         |                   |                     |



| Policy area   | Measure   | Principal Settlements | Market Towns | Rural Areas | Overarching | Freight | Parking | Electric vehicles | Strategic transport |
|---|---|-----------------------|--------------|-------------|-------------|---------|---------|-------------------|---------------------|
|   | I1.13: Support of cleaner, modernised buses and coaches, and related charging infrastructure  |                       |              |             |             |         |         |                   | ✓                   |
|   | I1.14: Support rail electrification   |                       |              |             |             |         |         |                   | ✓                   |
|   | <b>I2 Enable safer, more efficient driving and operation of road networks</b>   |                       |              |             |             |         |         |                   |                     |
|   | I2.1: Improve our use of technology in traffic and congestion monitoring  | ✓                     | ✓            |             |             |         |         |                   |                     |
|   | I2.2: Engage with and prepare for the rollout of new transport technologies   | ✓                     |              |             |             |         |         |                   |                     |
|   | I2.3: Improvements to on-road signage on our strategic and major roads  |                       |              |             |             |         |         |                   | ✓                   |
|   | I2.4: HGV parking and rest stops  |                       |              |             |             | ✓       |         |                   |                     |
|   | I2.5: Moving traffic offences   |                       |              |             |             | ✓       |         |                   |                     |
|   | I2.6: Targeted road infrastructure or junction improvements to relieve congestion   |                       |              |             |             |         |         |                   | ✓                   |
| <b>Support</b> and enable delivery of the Avoid, Shift and Improve policy areas | <b>SU1 Empower people with the skills, knowledge and motivation they need to safely access more sustainable and healthier transport</b> |                       |              |             |             |         |         |                   |                     |
|   | SU1.1: Raise awareness of sustainable travel options  |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.2: Travel plans   |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.3: Raise awareness of local facilities, amenities and services  |                       |              |             | ✓           |         |         |                   |                     |



| Policy area   | Measure  | Principal Settlements | Market Towns | Rural Areas | Overarching | Freight | Parking | Electric vehicles | Strategic transport |
|---|--|-----------------------|--------------|-------------|-------------|---------|---------|-------------------|---------------------|
|  | SU1.4: Incentives for physical activity  |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.5: Interventions for vulnerable road users   |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.6: Cycle training to improve skills and confidence   |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.7: Rollout of safety apps  |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.8: Mobility credits  |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.9: Implement Mobility as a Service (MaaS)  |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.10: Reduced carbon intensity of travel via more efficient driving  |                       |              |             | ✓           |         |         |                   |                     |
|   | SU1.11: Multi-modal marketing  |                       |              |             |             |         |         |                   | ✓                   |
|   | SU1.12: Ticketing incentives   |                       |              |             |             |         |         |                   | ✓                   |
|   | <b>SU2</b> Work in partnership with Government bodies, stakeholders to improve transport for all                         |                       |              |             |             |         |         |                   |                     |
|   | SU2.1: Working with businesses to facilitate home working and flexible working   |                       |              |             | ✓           |         |         |                   |                     |
|   | SU2.2: Providing, or supporting applications for, grants to businesses and community groups for active travel facilities |                       |              |             | ✓           |         |         |                   |                     |
|   | SU2.3: Work collaboratively with our key stakeholders  |                       |              |             |             |         |         |                   | ✓                   |

| Policy area | Measure   | Principal Settlements | Market Towns | Rural Areas | Overarching | Freight | Parking | Electric vehicles | Strategic transport |
|-------------|---|-----------------------|--------------|-------------|-------------|---------|---------|-------------------|---------------------|
|             | SU2.4: Supporting Community Rail Partnerships   |                       |              |             |             |         |         |                   | ✓                   |
|             | <b>SU3</b> Develop more detailed plans for how our LTP4 Vision and Objectives will be delivered |                       |              |             |             |         |         |                   |                     |
|             | SU3.1: Coordination of street works and roadworks   |                       |              |             | ✓           |         |         |                   |                     |
|             | SU3.2: Network maintenance  |                       |              |             | ✓           |         |         |                   |                     |
|             | SU3.3: Establish and actively manage a road classification, road layout and road user hierarchy |                       |              |             | ✓           |         |         |                   |                     |
|             | SU3.4: Support for Masterplanning   |                       |              |             | ✓           |         |         |                   |                     |
|             | SU3.5: Adopt 'Vision Zero' ambition and Safe System approach                                    |                       |              |             | ✓           |         |         |                   |                     |
|             | SU3.6: Freight Assessment and Priority Mechanism (FAPM)   |                       |              |             |             | ✓       |         |                   |                     |
|             | SU3.7: Define route restrictions through Advisory Freight Routes                                |                       |              |             |             | ✓       |         |                   |                     |
|             | SU3.8: Develop a detailed parking operation and delivery plan                                   |                       |              |             |             |         | ✓       |                   |                     |
|             | SU3.9: Refresh our transport policies and plans   |                       |              |             | ✓           |         |         |                   |                     |
|             | <b>Environment and sustainability</b>   |                       |              |             |             |         |         |                   |                     |
|             | Our ongoing commitment to the environment and sustainability is detailed in Section 4.          |                       |              |             |             |         |         |                   |                     |



## Appendices

### Integrated Sustainability Assessment

Whilst it is important that the LTP4 delivers the vision for transport in Wiltshire, it is also important that this is done in a way which protects the environment, protects the health and quality of life of the people of Wiltshire and visitors to the county and allows as many different people as possible the same opportunities for accessing the facilities and services they require whilst promoting sustainable economic growth. Therefore, the LTP4 has been subjected to a series of assessments that cover the topics of Sustainability and Strategic Environmental Assessment, Health Impact Assessment and Equality Impact Assessment and Community Safety Assessment. Taken together these various assessments are described as an 'Integrated Sustainability Appraisal' (ISA).

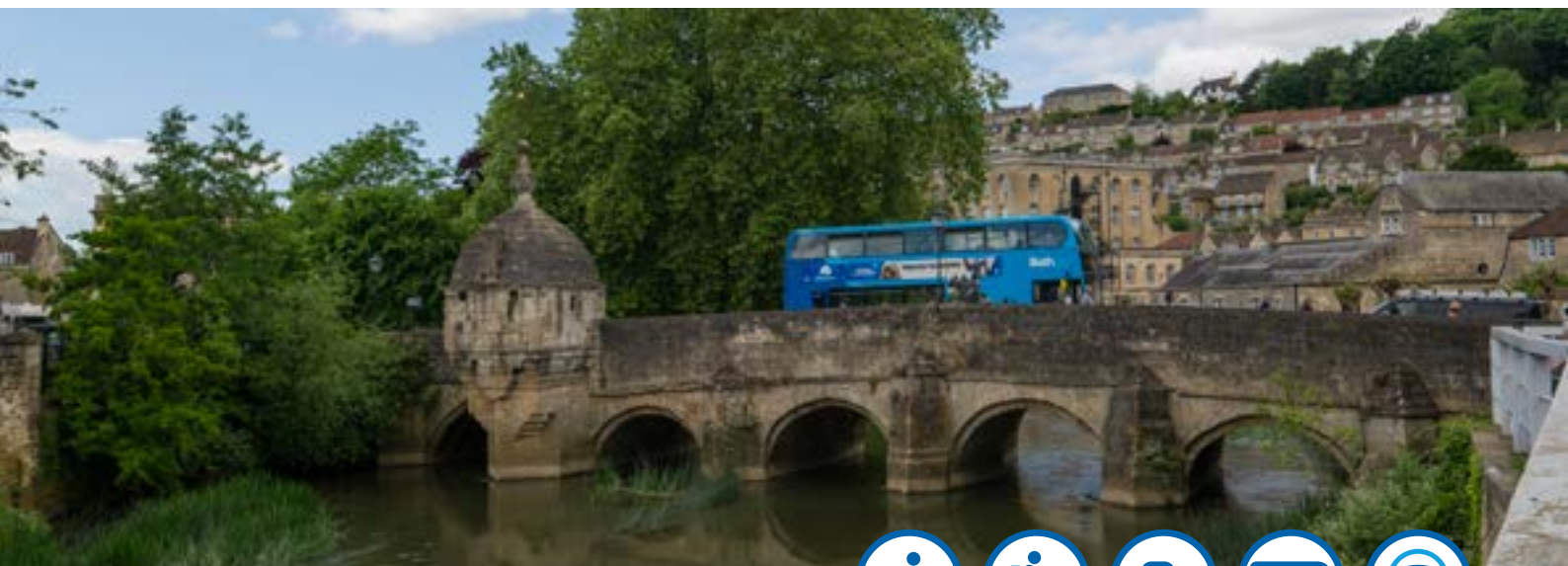
There is also potential for LTP4 to directly or indirectly affect sites which have been designated at the European level for nature conservation purposes (such as Special Areas of Conservation), and therefore a Habitats Regulations Assessment was carried out and is reported separately.

The ISA therefore demonstrates how sustainability was incorporated into the process of developing LTP4 and identifies the possible sustainability effects of implementing the LTP4.

### Carbon Paper

Decarbonising the transport sector is recognised to be an important and significant challenge for Wiltshire, as it is for other authorities, nationally and internationally. The transport sector generated 38% of Wiltshire's greenhouse gas emissions in 2022 and emissions have remained at similar levels for decades, whilst emissions from other sectors have decreased. Car use accounts for approximately 60% of these emissions, with longer trips and travel by more rural and wealthier households contributing above average levels of emissions.

The LTP4 Carbon Paper provides wider context and supporting detail for the consideration of greenhouse gas emissions within the LTP4 suite of documents. It also provides a summary of the role of the LTP4 in supporting emissions reduction.



# **Wiltshire Council Local Transport Plan 4 (LTP4) 2025**

**Wiltshire Council**

The logo for Wiltshire Council, featuring a stylized white swoosh or wave-like line beneath the council's name.

This document was published by Wiltshire Council



## Melksham Community Support (MCS) Service Project report: Q4 – January to March 2025

The project, overseen by Age UK Wiltshire, started in April 2023 with the following outcomes agreed:

1. Improve the **wellbeing of older people** living in Melksham Town and Melksham Without, by offering support, access to information and practical help.
2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.
3. Promote the take-up of welfare benefits and access to other sources of **financial support**.
4. Promote and provide **holistic support** tailored to the individual's need.
5. Provide an **evidence base** of future needs.

Through this project Age UK Wiltshire employs a part-time (17.5 hours/week) Senior Project Worker, Sarah Thomson, specifically to support the populations of Melksham Town and Melksham Without.

### Promotion

We have continued to promote the service at events and venues, focusing on spreading the word in the Melksham Without Parish Council area. Sarah gave a talk to the Friendship group at the United Reformed Church in Melksham. The service is regularly mentioned at the Veterans Breakfast where Sarah speaks to attendees about the support she can offer.

In the next quarter Sarah will be revisiting sheltered accommodation, social groups, noticeboards, village halls, pharmacies and other organisations supporting older people in the area to promote the service.

We have held regular Information & Advice outreach sessions at locations across the Melksham Community Area, an initiative supported by the Area Board. These provide an opportunity to give information and advice on a range of issues, such as falls prevention, Surviving Winter Grants and avoiding scams, and to further promote the Melksham Community Support service across the area.

### Home Visits – the start of support

During the first home visit Sarah has a Guided Conversation with the older person to help identify any difficulties they may have, the support that is needed and what someone would like to achieve, in a conversational way which helps people to feel at ease. All aspects of someone's daily life is covered, from when they get up in the morning to going to bed at night. We cover domestic issues, personal care and other care needs, health, socialisation, financial needs and their support networks. The Guided Conversation is never hurried and is taken at the person's preferred pace, sometimes over more than one visit. This conversation



helps Sarah to identify the areas of support needed and how to help to improve someone's general wellbeing.

### Activity

During this quarter a total of 24 new clients (Q3– 25) got in touch or were referred for Sarah's support, of whom 8 (33%) live in the Melksham Without Parish Council area. (Of the population served by the project approximately 70% live in Melksham Town Council area and 30% in the Melksham Without Parish Council area.) We also continued to support 27 people whose first contact was before January, including some people who have received regular or ongoing support since the project started.

During this quarter Sarah made 37 home visits. There were 182 contacts (Q3 –186) with or on behalf of people, and Sarah supported people with 100 (Q3 – 149) issues. The support provided fell into the following six categories:

|  |    |
|--|----|
| Finance – helping to put more money into people's pockets  | 14 |
| Socialisation – helping people to get out and about more   | 22 |
| Independence - helping people to be sustainably independent and to be connected with their community | 9  |
| Volunteer support – exploring how volunteers can support people to improve their wellbeing           | 1  |
| Wellbeing – helping people to feel better  | 18 |
| Falls prevention – supporting people to take action to reduce their risk of falling                  | 6  |

In the financial year 2024/2025 Age UK Wiltshire supported 43 older people in Melksham to increase their income by £134,836 per year, an average of £3,135 each year per person, much of which is spent locally on goods and services.

A strong focus this winter, following changes to the Winter Fuel Payment, has been on making sure that people who are entitled to Pension Credit are claiming it -

<https://www.ageuk.org.uk/wiltshire/our-services/pensioncredit/>.

### Referrals in

We received referrals from Social Prescribers (1), family and friends (3), GPs (2) and the Age UK Wiltshire Wellbeing service (1). However, most people contacting MCS this quarter were self-referrals (17), showing that the promotional efforts are working well.

### Onward referrals

Onward referrals were made to a wide range of other organisations, such as the Dorset & Wiltshire Fire & Rescue service for a Safe and Well visit, Adult Social Care, Alzheimer's



Support and other voluntary and community sector organisations, and statutory services as well as to Age UK Wiltshire's Fitness & Friendship Club, Information & Advice service and the Wellbeing Checks with Meals service, for further support.

Several people have been supported to apply for the Surviving Winter Grant. Age UK Wiltshire works in partnership with Wiltshire Community Foundation to distribute these £200 grants to people who are struggling with energy costs.

We are keen to connect people with other services and activities wherever possible, including Celebrating Age activities (<https://www.wiltshiremusic.org.uk/project/creative-conversations/>).

### **MCS phone line**

The number of requests made to the MCS phone line for help with shopping and prescriptions has continued to reduce, as previously regular callers to the phone line have all been offered additional, holistic support (for example, only one person now requests regular support with prescriptions). Often a request for support for a task that can be managed independently is a symptom of other support that is needed, and it is this other support that Sarah has been talking to people about. Active MCS clients have a direct number for Sarah, with the MCS line the first point of contact for new enquiries.

### **Volunteers**

In Q4 one volunteer supported a client to find and access regular transport to the Veterans Breakfast club. We will soon be updating the WhatsApp group, so only active volunteers (registered with Age UK Wiltshire) will receive requests. There will be a separate group for Melksham Emergency Support, managed by the Town and Parish Councils.

Sarah continues to support a few clients with shopping and or prescription requests herself to use this as an opportunity to speak with these people in more detail about the support Melksham Community Support can offer.

### **Client Feedback**

"Thank you so much for calling. You have made me feel so much better. You have encouraged me to start enjoying life again."

"Thank you so much for helping me make these decisions for my dad. It has been so helpful to be able to talk this through with someone who has spoken to him. I'm really grateful."

"The information you have given me is wonderful. I didn't know of any of this. Thank you so much. I will have a good read of everything. It's incredible!"

"Thank you for the call. You rang just when I needed something nice to think about. You have cheered me up."



“Many thanks for your visit. You have given me a lot to think about and to read. I am so pleased I am not alone. Thank you for coming to see me.”

“Thank you for your help and for calling me back. I did manage to get seen at the dental centre, so this is very good as I had not seen a dentist in many years.”

“Thank you so much for this information. I didn't know about it. I will get the forms ready and I look forward to hearing from Alzheimer's Support. Many thanks!”

“Thank you for ringing me and keeping in contact. I am very grateful for your time.”

### **Other Age UK Wiltshire services**

- In Q4 the Information & Advice service advised or supported 37 people living in Melksham (Q3 – 49).
- There were 89 attendances (Q3 – 95) at the Fitness & Friendship Club at Bowerhill, with an average attendance of 15.
- Four people in the Melksham area continue to receive weekly calls from an Age UK Wiltshire Telephone Befriender.

### **Age UK Wiltshire news**

Please see our website for full details of all the support we offer and information about issues affecting people in our local community - <https://www.ageuk.org.uk/wiltshire/>

Ginny Cooper and Kate Brooks  
Age UK Wiltshire  
4<sup>th</sup> April 2025



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## Business cyber sessions

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**From** Simon Partington <simon.partington@wiltshire.police.uk>

**Date** Tue 2025-04-08 11:30

**To** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Morning Teresa,

Was nice to see you at Melksham Campus yesterday.

We discussed a couple of things (I will email the address you provided me) to look to arrange a talk with the parish and town council clerks.

One of the things I'd like to follow up with you on would be to look to provide a bespoke session for the sole trader and small businesses which may operate throughout the rural communities around Melksham. Often small businesses don't have the funds to be able to invest in technical cyber security measures which means that their 'human' element needs to be very efficient. Talking about things like account security, phishing defence, software updates and back ups.

We could either do this through an awareness presentation or we can cater for up to 18 participants in our cyber escape room which covers the same content in an interactive way.

Let me know if you'd like to discuss the option further 😊

Many thanks

**Simon Partington**

Cyber Crime Prevent & Protect Officer

Digital Investigations & Intelligence Unit

Police Headquarters, London Road, Devizes, Wiltshire, SN10 2DN



**WILTSHIRE POLICE**

Keeping Wiltshire Safe

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