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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 13th October 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 20th October 2025 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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=81992133355>

Or go to 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-pc.gov.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, Announcements & Housekeeping**
2. **To receive apologies and consider approval of reasons given.**
3. **Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
 - b) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural).
 - c) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
4.
 - a) To receive **Declarations of Interests.**
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Full Council**
 - a) To approve the **Minutes of the Full Council Meeting** held on 8th September 2025.
 - b)
 - i) To formally resolve the decision made about the Community Governance Review on 8th September 2025 (MIN 223/25a)
 - ii) To note the Wiltshire Council Community Governance Report report and the outcome of the Electoral Review Committee meeting held on 15th October 2025 which considered which areas should be include for review for 2025/26
 - c) To consider appointment of Representatives to fill vacancies for Melksham Charities/Almhouses and WALC (Wiltshire Association of Local Councils) for 2025/26
 - d) To approve change of date of next Full Council Meeting (from 10th November to 17th November 2025) to accommodate Joint Neighbourhood Plan Training with Melksham Town Council
8. **Planning**
 - a) To approve the **Planning Committee Minutes** of 22nd September & 13th October 2025.
 - b) To formally approve the **Planning Committee** recommendations of 22nd September & 13th October 2025.
 - c) To receive a verbal report of the visit to the National Grid site on 8th October 2025.
 - d) To consider projects for National Grid Community Grant Programme in 2026 and community benefit from energy projects.
9. **Finance**
 - a) To note **Receipts & Payments** reports for September.
 - b) To seek **cheque signatories/online authority** for October payments.
 - c) **Quarterly Reports** for Quarter 2 (July, August, September)
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note VAT reclaim submitted
 - iv) To note spend over £500 report

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- d) To approve Bank Account and Fund Transfers.
- e) To note the conclusion of the external audit
- f) To note new Lloyds banking arrangements
- g) To consider initial thoughts/requests to inform the 2026/27 budget preparation

10. Asset Management:

- a) To note site visit and approve Quote for improving drainage at Bowerhill Playing Field.
- b) To note meeting about 3G pitch and consider next steps
- c) To note that transfer of the Davey Play area to the Parish Council has been completed.
- d) To note feedback from Faresaver regarding the Bus shelter on Halifax Road (outside Ludlow Hewitt)
- e) To receive report and approve specifications and costs for carpark and ancillary works at Shurnhold Fields
- f) To approve final cost and procurement route for Real Time Information (RTI)

11. Highways, Footpaths and Streetscene

- a) To approve the **Highways, Footpaths and Streetscene Minutes** of 19th September 2025.
- b) To formally approve the **Highways, Footpaths and Streetscene Committee** recommendations of 19th September 2025.

12. IT Working Party

- a) To approve the **IT Working Party Notes** of 6th October 2025.
- b) To formally approve the **IT Working Party** recommendations of 6th October 2025
- c) To review the and approve the Retention and Disposal Policy and note the updated Appendix A List of Documents for Retention and Disposal following audit in August 2025

13. Partnership Working:

- a) To note Melksham Community Support award from Wiltshire Association of Local Councils (WALC/Community First)
- b) To consider continuation of Age UK Melksham Community Support Service in 2026/27 (to inform the budget)
- c) To receive updates from Area Board Health and Wellbeing meeting and Food Insecurity Project
- d) To note update from the Air Training Corps Bowerhill
- e) To receive the notes from the Cemetery Working Party on 23rd September

14. Melksham Transport User Group

- a) To note correspondence to Brian Mathew (MP) from the Melksham Transport User Group and to consider supporting the campaign.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

CEO Miss Hayley Bell

October 2025

Melksham's Annual Remembrance Service, Parade and Wreath-Laying Ceremony, Sunday 9th November 2025

We would like to ask whether you will be attending the event.

Councillors, officers and other dignitaries will be meeting from 9.30am at Melksham Town Hall, where tea and coffee will be available, before gathering to watch the Parade and proceed to the War Memorial in Canon Square at 10.45am.

A church service will be held at 10am at St Michael and All Angels Church in Canon Square.

Following the church service, **the Parade will arrive at the War Memorial at 10:55am** where people will gather for the Remembrance Service and Wreath-Laying Ceremony.

The full schedule follows below.

If you wish to order a wreath for the ceremony, Trevor Paterson at the Melksham Branch of the Royal British Legion can supply one. Email trevorpaterson747@hotmail.com or call on 07884 050 097.

After the ceremony at approximately 11.30am, you are invited to join dignitaries, officers and other councillors in taking the **Parade Salute outside Melksham Town Hall**. You are also invited join us for **light refreshments after the Salute at Melksham Assembly Hall, Market Place.**

Kindly **indicate your attendance to remembrance@melksham-tc.gov.uk**.

- | | |
|--|--------|
| 1. Will you be meeting us at Melksham Town Hall prior to the Service? | YES/NO |
| 2. Will you be attending the Church Service at 10am? | YES/NO |
| 3. Will you be joining the Parade? | YES/NO |
| 4. Will you be attending the Service and Wreath-Laying Ceremony at the War Memorial? | YES/NO |
| 5. Will you be joining us at Melksham Assembly Hall following the Ceremony? | YES/NO |
| 6. Will you be bringing a guest? | YES/NO |

We look forward to hearing from you. If you have any queries in the meantime, please email community@melksham-tc.gov.uk or call 01225 704 187.

Yours sincerely,

Hayley Bell
Chief Executive Officer

SCHEDULE OF REMEMBRANCE EVENT

Sunday 9th November 2025

9:30 - Councillors, dignitaries and officers gather at Melksham Town Hall

10:00-10:45 - Church Service at St Michael and All Angels Church

10:00 - Parade attendees start arriving at King Street Car Park

10:30 - Road closures in place and traffic stopped

10:45 - Parade marches off

10:55 - Parade arrives at Memorial and forms up ready

11:00 - Last Post - Silence - Reveille

11:03 - Hymn

11:07 - Reading

11:10 - Prayers, including Lord's Prayer

11:13 - Act of Commitment

11:15 - National Anthem

11:17 - Wreath-Laying commences

11:30 - Wreath-Laying ends

11:32 - Parade marches off

11:35 - Parade gives The Salute at Melksham Town Hall

11:42 - Parade arrives at King Street Car Park

11:45 - Parade dismissed

11:45 - Light refreshments served in Melksham Assembly Hall

All ex-service men and women and serving members of HM Forces are welcome to take part in the Parade. If you would like to take part in the Parade, please contact the Parade Commander, Flight Lieutenant Darren Gerrish from 2385 (Melksham) Squadron Air Training Corps at oc.2385@rafac.mod.gov.uk to confirm your place.

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 8th September 2025 at
Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES at 7:00pm**

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

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

In attendance: Wiltshire Councillor Andrew Griffin.

On Zoom: Councillor Chris Griffiths joined via Zoom as an observer.

221/25 Welcome, Announcements & Housekeeping:

Councillor Glover welcomed everyone to the meeting. As there were no new members of the public present, the housekeeping messages were not read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting but deleted once the minutes were approved.

It was noted that the WALC (Wiltshire Association of Local Councils) conference was being held on Wednesday 10th September if members wanted to attend and a reminder that there were training opportunities available for councillors through WALC.

222/25 To receive Apologies and approval of reasons given

Apologies were received from Mark Blackham who was on holiday.

Resolved: To approve and accept the reasons for absence

It was noted that Councillor Griffiths was joining via Zoom but could not be considered as present under current legislation.

- a) **Resolved:** to approve a leave of absence for Councillor Glover.
- b) In the absence of Councillor John Glover, Councillor David Pafford as Vice Chair becomes acting Chair of the Council, which the parish councillors formally approved.

Resolved: to approve the submission to NALC (National Association of Local Councils) by Councillor Pafford on 29th August in his capacity as acting Chair, to ensure continuity in the communication during Councillor Glover's absence

Resolved: to appoint Councillor John Doel as acting Vice-Chair of the Council during the absence of Councillor Glover.

- c) **Resolved** to temporarily appoint the following councillors to working parties during Councillor Glover's absence:
- Cemetery Working Party – Peter Richardson
 - Shurnhold Fields – Martin Franks
 - CIL Sharing – Mark Harris

- Parish representative at Police Crime Commissioner meeting – Mark Harris

It was agreed that no substitute was needed for Councillor Glover's role as Footpath representative for Bowerhill, Redstocks and the Spa.

It was noted that Councillor Pafford would be absent at the next meeting of the Cemetery Working Party (Tuesday 23rd September at 5:30pm).

Resolved: Councillor Wood to substitute for Councillor Pafford at the next Cemetery Working Party meeting.

- d) **Resolved:** to pay the Chair's allowance to Councillor Pafford for the period of Councillor Glover's absence, as per previous precedent.

223/25 Invited Guests

Standing Orders were suspended to allow the Invited Guests to speak.

- a) Wiltshire Councillor Andrew Griffin

Wiltshire Councillor Griffin had no updates for the Parish Council but noted that Wiltshire Council's Western Planning Committee had been cancelled this week as there were no applications to evaluate.

Wiltshire Councillor Griffin and Councillors discussed the Community Governance Reviews (CGRs) proposed by Wiltshire Council. The Clerk had received an invitation to complete a Parish Survey that afternoon related to the CGRs. Wiltshire Councillor Griffin commented that he had been made aware of the survey but had not seen the survey questions (these were shared with him by the Clerk).

The survey stated that it is seeking factual information so should not require formally meeting in order to provide responses. All parishes were requested to complete the survey by 7th October 2025.

However, as the survey asks whether the parish would wish to be prioritised for Community Governance Review it was felt that this should be discussed at a formal meeting. It was also noted that the requirement to respond by 7th October did not allow the Councillors to time to discuss the topic at the next full council meeting (Monday 20th October).

Councillors noted that, although the recommended practice is that CGRs are conducted every 10-15 years, Melksham Without had been subject to 2 CGRs in the last 8 years and therefore did not want to be prioritised for another review.

The Clerk to respond to the survey stating that Melksham Without Parish Council DO NOT want to be prioritised for a CGR review. Wiltshire Councillors Griffin, Holder and Alford to be copied into the response. This is to be formally resolved at the next meeting, as not on the agenda for this meeting.

The meeting reconvened.

It was noted that Wiltshire Councillor Holder had given his apologies as he was on holiday.

Wiltshire Councillor Griffin left at 7:18pm

224/25 Declarations of Interest

- a) Declarations of interest

None were received

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

None were received.

225/25 To consider holding items in Closed Session due to confidential nature

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (9f and 11) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

No items identified.

226/25 Public Participation

No members of the public were present.

227/25 Full Council

- a) The following corrections were made to the Minutes of the Full Council Meeting held on Monday 28th June 2025
- Min 182/25b stated that "...residents of Pathfinder Place are not being changed a management fee" – this was corrected to "...are not yet being charged a management fee"
 - Min 188/25f covered cycle racks and benches were added to the list of potential projects to be funded from joint CIL (Community Infrastructure Levy) reserves.
 - Min 189/25a the resolution stated that "...the hedgerow had been cut back to improve visibility on exiting the roundabout" – this was corrected to "...on exiting the allotments"
 - Min 190/25 it was clarified the request was that officers have fire training to be able to act in event of a fire at the council offices at the Campus
 - Min 193/25b a full stop was added between "...recent Working Party meeting" and "Wiltshire Council ..."

Resolved: With the suggested amendments above, to approve and for the Chair to sign the Full Council minutes of 28th June 2025.

At the July 2025 Full Council meeting, councillors approved the quote for Real Time Information (RTI) displays for bus stops in the parish. The Clerk presented images and costings for the different size options for the displays.

Resolved: to progress with the smaller RTI displays as per the original quote.

- b) A revised schedule of meetings for the remainder of 2025 had been circulated. The Clerk explained that the changes avoided scheduling two meetings on a single evening, added an Asset Management meeting and added two IT Working Group meetings.

Resolved: To approve the revised list of meeting dates for the remainder of 2025 as presented.

It was confirmed that the list of updated meeting dates would be added to the Parish noticeboards.

228/25 Planning

a) Planning Committee Minutes from 11th August 2025

The following corrections were made to the Minutes:

- MIN 202/25f the reason for objection was duplicated and PL/2024/07097 was recorded incorrectly.

Resolved 1: With the amendments above, the Minutes of the Planning Committee Meeting held on Monday 11th August 2025 were formally approved by the council and for the Chair to sign them as a correct record.

Planning Committee Minutes from 1st September 2025

The following correction were made to the Minutes:

- Min 220/25a ii the spelling of Taylor Wimpey was corrected

Resolved 3: With the amendment above, the Minutes of the Planning Committee Meeting held on Monday 1st September 2025 were formally approved by the council and for the Chair to sign them as a correct record.

b) There were no recommendations from the Planning Committee Meeting of 11th August 2025.

Resolved: To approve the recommendations of the Planning Committee of 1st September 2025 to continue to work with Place Studios.

229/25 Finance

a) **Resolved:** To note Receipts & Payments reports for July and August 2025.

It was highlighted that c£96k of CIL had been received for Buckley Gardens (payment 3 of 3) at the beginning of August. It was also highlighted that Melksham Community Money Advice had ceased operating and have returned their unspent grant funding for 2024/25 of £300.

b) **Resolved:** For Councillors Baines and Doel to be cheque signatories/online authority for September.

c) **Resolved:** To transfer £97,000 from the Lloyds current account to the Unity current account and to transfer £75,000 from the Unity current account to the CCLA. Councillors Glover and Doel to sign related cheques and bank transfer paperwork straight after the meeting.

d) **Resolved:** To approve the minutes of the CIL (Community Infrastructure Levy) working party on 23rd July 2025.

Members reviewed the list of projects suggested at the working party and are happy for them to be on the list for setting priorities.

Members had also been asked to come forward at the September meeting with any further ideas, and the 3 projects they would like added are:

- Village Gates to slow speeding traffic
- Reopening of Church Street public toilets

- The development framework proposal by Place Studio for providing support to turn the Melksham Neighbourhood Plan 2 projects into projects for implementation (Town Centre Master Plan) and support for Cooper Tires etc NB we have been informed that this does not meet the eligibility for CIL as for professional fees and not implementation but MWPC Clerk is querying with Wiltshire Council citing the Melksham Bypass Business Case as an example that Wiltshire Council has used CIL for professional fees

The date for the next meeting will be determined once Melksham Town Council have agreed their list of proposed projects and know how much is in their CIL sharing reserve.

- e) **Resolved** to approve the payment of the Christmas Lights invoice from Melksham Town Council for £2,000.
- f) **Resolved:** To note that the new scale point increase for staff of 3.2% has been implemented and backdated to 1st April 2025, following the confirmation of the NJC (National Joint Council for Local Government Services) pay award for 2025/2026.
- g) The parish council considered the suggestion from Melksham Town Council that they partner the town council on their Fair Trade proposal.

Resolved: Whilst the parish council think the Fairtrade principle is sound and support it in principle, at present they do not want to commit their staff or councillors to a Fair Trade steering group and additional work.

With regards to promoting to shops and cafes in the parish, there are a limited number, and many are national brands such as Greggs, Starbucks, Tesco etc that are going to have standard corporate approaches to this sort of thing. The community run café in Whitley is very committed to providing local produce, and one of their founding principles, so unlikely to look to provide Fairtrade products over local products.

The parish council are happy to find out more about what being a fair trade town actually involved from other towns/parish councils, and review again as the Town Council project progresses.

- h) The additional insurance for Berryfield village hall solar battery was discussed. The Clerk explained that the insurance coverage had been increased to cover the solar battery but that no additional premium had been charged by the insurers this year.

230/25 Asset Management

- a) Shaw Village Hall Lease

Councillors **noted** that the Shaw Village Hall lease had been drafted and was being reviewed by members of the Shaw Village Hall Management Committee. The Clerk had suggested to them that they also seek their own independent legal advice.

The Clerk explained that she had followed up on the query from the Internal Auditor on whether Berryfield village hall having a 125-year lease was effectively a “disposal” of an asset and whether the appropriate procedures had been followed. The solicitor for the parish council has confirmed that the grant of the lease was a disposal and needed a resolution from the council, which was done

(MIN 407/22), in order to grant the lease. The same process will be applicable to the 125-year lease for Shaw Village Hall.

b) Shaw car park extension

The Clerk explained that she had met with members of the Shaw Village Hall management committee to discuss the proposed extension to the car park at the Shaw Village Hall. The extension of the car park is desired to allow parents and children to use the car park as a drop off point for walking to Shaw School (to reduce the traffic parking at or directly outside Shaw School) and to avoid parking conflicts with other Village Hall and Playing Field users such as the pre-school. Planning permission will be needed and grants sought prior to work being undertaken. Melksham Without Parish Council is the landowner for the Village Hall and Playing Field.

Resolved: As landowners, to provide approval in principle for an extension to the car park at Shaw Village Hall.

c) The successful Football Foundation grant for football pitch improvement at Shaw Village Hall and Playing Field was **noted**.

d) Members had previously considered a quote for renovation of the bench opposite Shaw Church but recommended the use of community payback (MIN 134/25). However, the contractor went ahead with the work.

Councillors had differing views on whether the invoice should be paid in full and the value of the relationship with the long-standing contractor.

Resolved: To approve payment of the invoice for renovation of the bench but to stress to the contractor that quotes must be approved before work is undertaken.

e) Feedback from East of Melksham Community Centre meeting

Members **noted** that recommendations from the joint East of Melksham Community Centre meeting need to be considered at the next Full Council meeting of Melksham Town Council. However, at their last Full Council meeting (1st September 2025) they indicated that the recommendation would be to pool their money with the Parish Council and to progress one large community centre on the Blackmore Farm site.

f) Shurnhold Fields Carpark

The Clerk explained that the Friends of Shurnhold Fields had requested a single shed (rather than 2 as previously proposed) with wider doors.

Resolved: To approve the revised request for a single shed at Shurnhold Fields.

g) Bus Shelter on Halifax Road

Members had received a request for the removal of the Bus Shelter on Halifax Road (outside Ludlow Hewitt). Councillor Harris reported that the bus service to Corsham School (Faresaver 555) uses the bus stop daily.

Resolved: To turn down the request for removal of the Bus Shelter on Halifax Road as it is still in use.

231/25 Document Retention/Disposal

Members **noted** the work undertaken by Officers to audit and dispose of paperwork as per the Documentation Retention and Disposal policy. Following the audit activity the documentation will be updated.

232/25 Wiltshire Council Plan 2025-2035

The Wiltshire Council Plan 2025-2035 and engagement event were **noted**.

Resolved: The Clerk to respond to the survey on behalf of the council stating that from a large parish council point of view, they feel that the priorities and principles of the Plan, as set out, are laudable but do not feel at present that is how they are always treated in their day to day interactions with Wiltshire Council and look forward to see how this progresses.

233/25 Partnership Working

- a) Members **noted** that the review meeting with Age UK had been postponed and is now scheduled for Thursday 11th September.
- b) **Resolved:** To suggest to the Campaign for Protection of Rural England (CPRE) that fingerposts for well-trodden footpaths that attract outside visitors could be considered as part of their Centenary celebrations.
- c) Members **noted** that the parish council does not meet Microsoft's criteria of a non-profit organisation and therefore would be unable to host a free version of Office 365 for community groups/venues.

234/25 Health Facilities

Councillor Sullivan provided feedback on a meeting arranged by the Friends of Melksham Hospital in August 2025.

The Friends had raised concerns about the future of the Melksham Hospital as it had been taken over by a third party supplier, HCRG, and also that they had seen surveys being conducted in the carpark and in the field behind the hospital.

The meeting was primarily held with Brian Mathew (as the local Member of Parliament) but Councillor Sullivan had also invited the Clerk and Dr Burgess from Giffords Surgery but representing the other surgeries in the Primary Care Network (PCN).

A number of topics were discussed, including trying to understand the current status of the hospital and the remit of the current contractor, and also how to influence the provision of health facilities for Melksham in the future.

Dr Burgess raised concerns that discussions need to consider the NHS 10-year plan, which is in development, but is very immature at the moment. It was noted that the 10-year plan includes the concept of a hub and spoke model. Questions were raised on whether the Melksham Hospital site could become a hub providing GPs, physios, dentists etc in a single location.

Brian Matthew and Sam Blackwell (senior policy researcher) provided data/statistics about number of people from Melksham travelling to Royal United Hospitals (RUH) or minor injury units. It was noted that decisions regarding

healthcare provision, such as the new Integrated Care Centre in Trowbridge, are driven by having data to demonstrate the need for the provisions.

It was agreed to have another formal meeting (to be called by Brian Mathew's office) with the same attendees plus a wider range of key stakeholders, such as representative from the Integrated Care Board, the supplier at Melksham Hospital (contract holder), more local GPs, representatives from NHS Estates and Melksham Town Council.

Councillor Sullivan, the Clerk and Dr Burgess are developing the agenda and objectives for the meeting. It is likely that the topics will include:

- The current scenario
- The process for the distribution of Section 106 money
- How to influence the opportunities to take Melksham forward in terms of health facilities

Meeting closed at 9.05 pm

Chairman, 20th October 2025

Date: 04/08/2025	Melksham without Parish Council Current Year	Page: 244
Time: 12:01	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 4

Receipts for Month 4				Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
Balance Brought Fwd :		6,589.01					6,589.01		
V4592=BACS	Banked: 07/07/2025	483.00							
V4592=BACS	Future of Football	483.00			1260	210	11.50	Inv.505- 9th June hire kitchen	
					1260	210	11.50	Inv.505- 10th June hire kitche	
					1210	210	460.00	Inv.505- July evening training	
V4593=BACS	Banked: 07/07/2025	575.00							
V4593=BACS	Future of Football	575.00			1210	210	575.00	Inv.503- June evening training	
V4594=BACS	Banked: 07/07/2025	777.00							
V4594=BACS	Future of Football FC	777.00			1210	210	777.00	Inv.504- Summer Tournament	
V4595=BACS	Banked: 17/07/2025	4,939.70							
V4595=BACS	HM Revenue & Customs	4,939.70			105		4,939.70	VAT Refund-1/4/25-30.6.25	
V4596=BACS	Banked: 29/07/2025	100.00							
V4596=BACS	Bishops Cannings	100.00			550		50.00	Refundable deposit- Sun A	
					550		50.00	Refundable deposit- Sun B	
V4597=BACS	Banked: 29/07/2025	69.00							
V4597=BACS	Pilot FC	69.00			1210	210	69.00	Inv.507- 25th July match	
Total Receipts for Month		6,943.70	0.00	0.00			6,943.70		
Cashbook Totals		13,532.71	0.00	0.00			13,532.71		

Date: 04/08/2025	Melksham without Parish Council Current Year	Page: 245
Time: 12:01	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 4

Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Water2Business	V4586-DD	94.12			4323	320	94.12	Inv.200-BSF allotment water
01/07/2025	Water2Business	V4587-DD	209.81			4322	220	209.81	Inv.451- Pavilion water charge
01/07/2025	Grist Environmental	V4598-DD	85.32		14.22	4770	220	71.10	Inv.239-Pavilion waste away
01/07/2025	Grist Environmental	V4598-DD	-85.32		-14.22	4770	220	-71.10	WRONG CB
15/07/2025	Daisy (Onebill)	V4588-DD	63.85		10.64	4190	120	53.21	Inv.90- Office wifi & line
15/07/2025	Daisy (Onebill)	V4589-DD	72.11		12.02	4384	220	60.09	Inv.791- Pavilion line & wifi
28/07/2025	Lloyds Bank	V4590-DD	9.50			4140	120	9.50	Service Charge
28/07/2025	Unity Bank	V4605-6240	7,000.00			220		7,000.00	CHQ transfer Lloyds to Unity
29/07/2025	Lamplight	V4591-DD	57.00		9.50	4686	170	47.50	Inv.932-MCS database
Total Payments for Month			7,506.39	0.00	32.16			7,474.23	
Balance Carried Fwd			6,026.32						
Cashbook Totals			13,532.71	0.00	32.16			13,500.55	

Date: 04/08/2025

Time: 12:02

Melksham without Parish Council Current Year

Cashbook 2

Unity Bank

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User: MR

For Month No: 4

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		20,108.99					20,108.99	
V4599-BACS	Banked: 02/07/2025	2,306.52						
V4599-BACS	CCLA Investment Management	2,306.52			1080	110	2,306.52	Interest
V4600-BACS	Banked: 02/07/2025	77.73						
V4600-BACS	CCLA Investment Management	77.73			1080	110	77.73	Interest
	Banked: 17/07/2025	18,000.00						
V4604-TRAN	CCLA	18,000.00			240		18,000.00	Transfer- CCLA- Unity
	Banked: 28/07/2025	7,000.00						
V4605-6240	Current Account & Instant Acc	7,000.00			200		7,000.00	CHQ transfer Lloyds to Unity
Total Receipts for Month		27,384.25	0.00	0.00			27,384.25	
Cashbook Totals		47,493.24	0.00	0.00			47,493.24	

Date: 04/08/2025

Time: 12:02

Melksham without Parish Council Current Year

Cashbook 2

Unity Bank

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User: MR

For Month No: 4

Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Grist Environmental	V4598-DD	85.32		14.22	4770	220	71.10	Inv.135-B'hill waste away
16/07/2025	EDF Energy	V4601-DD	155.63		7.41	4302	220	148.22	Inv.09-Pavilion Electricity
16/07/2025	Lloyds Corp Card	V4602-DD	435.16		68.60	4120	120	3.30	Notices & poster postage
						4175	120	24.97	Adobe subscription
						4175	120	81.88	Office 365 Clirs
						4190	120	36.90	Office phone charges
						4175	120	30.90	Microsoft business-Officers
						4680	170	108.00	NHP Website domain
						4175	120	6.33	Website domain
						4200	120	12.99	Meeting subscription
						4250	120	14.00	Land Registry Search
						4120	120	3.30	Notices and Posters
						4686	170	5.99	MCS Phone line
						4175	120	35.00	SSL Certificate renewal
						4140	120	3.00	Monthly Fee
23/07/2025	Wiltshire Age UK	V4565-BACS	3,090.00			4685	170	3,090.00	Inv.221-MCS July-Sept 25
23/07/2025	Agilico	V4566-BACS	49.89		8.31	4130	120	41.58	Inv.055-Office photocopying
23/07/2025	Aquasafe Environmental Ltd	V4567-BACS	168.00		28.00	4212	220	140.00	Inv. 704- July 25 PPM Visit
23/07/2025	Avon Printing Services	V4568-BACS	1,214.00			4680	170	1,214.00	Inv.858- NHP Leaflet printing
23/07/2025	Avon Printing Services	V4569-BACS	91.00			4680	170	91.00	Inv.873-Additional NHP leaflet
23/07/2025	JH Jones & Sons	V4570-BACS	2,742.77		457.13	4402	320	72.94	5247- Allotment Grass cutting
						4402	320	21.88	5247- BSF Hedge cut
						4400	142	417.42	5247- Play Area grass cutting
						4780	142	149.86	5247- Play Area bin emptying
						4400	142	21.84	5247-Beanacre leaf clearance
						4400	142	42.03	5247-Kestrel Shrub Maintenance
						4400	142	25.00	5247- Grass cut outside BYF P
						4781	220	96.50	5247-JSF Bin emptying
						4405	220	50.67	5247- JSF Hedge Maintenance
						4409	142	198.08	5247- Hornchurch POS
						4820	142	39.36	5247- SHF Annual cut
						347	0	-39.36	5247- SHF Annual cut
						6000	142	39.36	5247- SHF Annual cut
						4401	220	1,150.06	5247-JSF Pitch Maintenance
23/07/2025	JH Jones & Sons	V4571-BACS	840.00		140.00	4740	220	700.00	Inv.5208-Surface grooming
						355	0	-700.00	Inv.5208-Surface

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Date: 04/08/2025		Melksham without Parish Council Current Year					Page: 263		
Time: 12:02		Cashbook 2					User: MR		
		Unity Bank					For Month No: 4		
Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									grooming
						6000	220	700.00	Inv.5208-Surface grooming
23/07/2025	JH Jones & Sons	V4572-BACS	633.60		105.60	4710	220	528.00	5221-Extra line mark FOF Tourm
23/07/2025	McLellan Design Ltd	V4573-BACS	252.00		42.00	4680	170	210.00	9650 Accessibility checks NHP
23/07/2025	The National Allotment Society	V4574-BACS	84.00		14.00	4650	170	70.00	Subscription
23/07/2025	Wiltshire Council	V4575-BACS	3,259.01			4270	140	3,259.01	Inv.130-Office rent-1.7-30.9.2
23/07/2025	Avon IT Systems	V4576-BACS	432.00		72.00	4351	120	360.00	1890-Replacement Cllr laptop
23/07/2025	Avon Printing Services	V4577-BACS	57.60		9.60	4680	170	48.00	Inv.884-MWPC Foamex Boards NHP
23/07/2025	Avon Printing Services	V4578-BACS	244.00			4680	170	244.00	Inv.885-NHP Printing
23/07/2025	HM Revenue & Customs	V4579-BACS	3,082.37			4041	130	1,296.48	Period 4- July 2025
						4000	130	686.00	Period 4- July 2025-T
						4000	130	263.60	Period 4- July 2025-NI
						4010	130	237.00	Period 4- July 2025-T
						4010	130	105.78	Period 4- July 2025-NI
						4020	130	191.00	Period 4- July 2025-T
						4020	130	86.31	Period 4- July 2025-NI
						4460	142	201.80	Period 4- July 2025-T
						4800	320	14.40	Period 4- July 2025-T
23/07/2025	Wiltshire Pension Fund	V4580-BACS	2,420.17			4045	130	1,832.57	Period 4- July 25
						4000	130	326.76	Period 4- July 25
						4010	130	137.48	Period 4- July 25
						4020	130	123.36	Period 4- July 25
28/07/2025	Teresa Strange	V4581-BACS			3.00	4000	130		July 2025 Salary
						4070	120	44.36	Refreshment last NHP Meeting
						4055	130	15.00	Hazardous substance training
28/07/2025	Marianne Rossi	V4582-BACS			3.00	4010	130		July 2025 Salary
						4055	130	15.00	Hazardous Substance Training
						4120	120	3.30	Notices & posters postage
28/07/2025	Fiona Dey	V4583-BACS				4020	130		July 2025 Salary
28/07/2025	Terry Cole	V4584-BACS				4460	142		July 2025 Salary
						4050	142	47.50	Travel Allowance July 25
						4051	142	40.50	Mileage x90
28/07/2025	David Cole	V4585-BACS				4800	320		July 2025 Salary
31/07/2025	Unity Trust Bank	V4603-	9.90			4140	120	9.90	Service Charges
Total Payments for Month			27,480.10	0.00	972.87			26,507.23	
Balance Carried Fwd			20,013.14						
Cashbook Totals			47,493.24	0.00	972.87			46,520.37	

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Payments for Month 4				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 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,936.18					2,936.18	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		2,936.18	0.00	0.00			2,936.18	

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	Instant Access Unity 20476339	For Month No: 4

Payments for Month 4				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		2,936.18						
	Cashbook Totals		2,936.18	0.00	0.00			2,936.18	

Date: 04/08/2025	Melksham without Parish Council Current Year	Page: 31
Time: 12:02	Cashbook 5	User: MR
	CCLA	For Month No: 4

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	663,000.00					663,000.00	
	Banked:	0.00						
		0.00					0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	663,000.00	0.00	0.00			663,000.00	

Date: 04/08/2025	Melksham without Parish Council Current Year	Page: 32
Time: 12:02	Cashbook 5	User: MR
	CCLA	For Month No: 4

Payments for Month 4					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>
17/07/2025	Unity Bank	V4604-TRAN	18,000.00				220	18,000.00	Transfer- CCLA- Unity
Total Payments for Month			18,000.00	0.00	0.00			18,000.00	
Balance Carried Fwd			645,000.00						
Cashbook Totals			663,000.00	0.00	0.00			663,000.00	

Date: 01/09/2025

Melksham without Parish Council Current Year

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Time: 16:03

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Receipts for Month 5**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 :		6,026.32					6,026.32	
V4634-BACS	Banked: 05/08/2025	492.00						
V4634-BACS	Future of Football	492.00			1260	210	11.50	Inv.509-9th June kitchen hire
					1210	210	480.50	Inv.509-August evening trainin
V4635-BACS	Banked: 05/08/2025	6.54						
V4635-BACS	BASRAG	6.54			1130	110	6.54	Inv.510-Photocopying flyer
V4636-BACS	Banked: 11/08/2025	96,048.36						
V4636-BACS	Wiltshire Council	96,048.36			1420	350	96,048.36	CIL-Land at Semington RD 02749
V4637-BACS	Banked: 12/08/2025	71.00						
V4637-BACS	E Blackmore (Pilot FC)	71.00			1210	210	71.00	Inv.508-9th August pitch hire
V4638-BACS	Banked: 18/08/2025	71.00						
V4638-BACS	E Blackmore (Pilot FC)	71.00			1210	210	71.00	Inv.508-16th Aug pitch hire
V4639-BACS	Banked: 18/08/2025	334.96						
V4639-BACS	Berryfield Village Hall	334.96			1470	142	334.96	Inv.511-Hall insurance
V4640-BACS	Banked: 26/08/2025	71.00						
V4640-BACS	E Blackmore (Pilot FC)	71.00			1210	210	71.00	Inv.508-23rd Aug pitch hire
Total Receipts for Month		97,094.86	0.00	0.00			97,094.86	
Cashbook Totals		103,121.18	0.00	0.00			103,121.18	

Date: 01/09/2025

Melksham without Parish Council Current Year

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Time: 16:03

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Payments for Month 5**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>
01/08/2025	Water2business	V4629-DD	245.12			4323	320	245.12	54-Berryfield allotment water
15/08/2025	Daisy (One bill)	V4630-BACS	63.85		10.64	4190	120	53.21	Inv.587-Office line & wifi
15/08/2025	Daisy (Onebill)	V4631-DD	72.11		12.02	4384	220	60.09	Inv.88 Pavilion line & wifi
26/08/2025	EDF Energy	V4632-DD	75.60		3.60	4312	220	72.00	Pavilion Gas
29/08/2025	Lamplight	V4633-DD	57.00		9.50	4686	170	47.50	Inv.23-MCS Database
Total Payments for Month			513.68	0.00	35.76			477.92	
Balance Carried Fwd			102,607.50						
Cashbook Totals			103,121.18	0.00	35.76			103,085.42	

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Cashbook 2

User: MR

Unity Bank

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		20,013.14					20,013.14	
V4647-INTE	Banked: 04/08/2025	2,349.26						
V4647-INTE	CCLA Investment LTD	2,349.26			1080	110	2,349.26	Interest
V4641-CHQ	Banked: 12/08/2025	300.00						
V4641-CHQ	Melksham Community Money advic	300.00			1485	170	300.00	Return of 24/25 grant CHQ-047
	Banked: 15/08/2025	23,000.00						
V4645-TRAN	CCLA	23,000.00			240		23,000.00	Transfer-CCLA TO Unity
Total Receipts for Month		25,649.26	0.00	0.00			25,649.26	
Cashbook Totals		45,662.40	0.00	0.00			45,662.40	

Date: 01/09/2025

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 5

Payments for Month 5**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>E Total Amnt</u>	<u>E Creditors</u>	<u>E VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>E Amount</u>	<u>Transaction Detail</u>
01/08/2025	Grist Environmental	V4642-DD	135.02		22.50	4770	220	112.52	Inv.738-Pavilion waste collect
18/08/2025	LLOYDS CORPCARD	V4643-DD	362.33		59.92	4150	120	8.24	Blue copier paper
						4150	120	26.74	Copier paper
						4575	142	26.67	Gate locks
						4175	120	24.97	Adobe pro subscription
						4175	120	78.40	Office 365 for Cllrs
						4190	120	36.90	Office phone costs
						4175	120	30.90	Office 365 officers
						4175	120	6.33	Website hosting
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	MES Support line
						4190	120	41.28	Office phone costs
						4140	120	3.00	Monthly fee
19/08/2025	EDF Energy	V4644-DD	131.88		6.28	4302	220	125.60	Inv.010-Pavilion electricity
21/08/2025	JH Jones & Sons	V4606-BACS	1,158.00		193.00	4540	142	965.00	5293- SID Deployment 10/5-5/7
21/08/2025	JH Jones & Sons	V4607-BACS	1,077.36		179.56	4740	220	897.80	Inv.5207-Seeding of youth pitc
						355	0	-897.80	Inv.5207-Seeding of youth pitc
						6000	220	897.80	Inv.5207-Seeding of youth pitc
21/08/2025	Agilico	V4608-BACS	88.04		14.67	4130	120	73.37	Inv.177-Office photocopying
21/08/2025	Jens Cleaning	V4609-BACS	231.00			4381	220	231.00	Inv.1089-4th June-6th Aug clea
21/08/2025	JH Jones & Sons	V4610-BACS	2,742.77		457.13	4402	320	72.94	Inv.5338-Allotment grass cutti
						4402	320	21.88	Inv.5338-BSF Hedge cut
						4400	142	417.42	Inv.5338-Play Area grass cutti
						4780	142	149.86	Inv.5338-Play Area bin emptyin
						4400	142	21.84	Inv.5338-Beanacre leaf clearan
						4400	142	42.03	Inv.5338-Kestrel Shrub
						4400	142	25.00	Inv.5338-Grass outside BYF P/A
						4781	220	96.50	Inv.5338-JSF Bin emptying
						4405	220	50.67	Inv.5338-JSF Hedge
						4409	142	198.08	Inv.5338-Hornchurch POS
						4820	142	39.36	Inv.5338-SHF Annual cut
						347	0	-39.36	Inv.5338-SHF Annual cut
						6000	142	39.36	Inv.5338-SHF Annual cut
						4401	220	1,150.06	Inv.5338-JSF Pitch maintenance

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Date: 01/09/2025

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/08/2025	JH Jones & Sons	V4611-BACS	463.20		77.20	4540	142	386.00	5375-SID Deployment-21/7-4/8
21/08/2025	JH Jones & Sons	V4612-BACS	144.00		24.00	4721	220	120.00	Inv.5359-Bridge repair
21/08/2025	Tuscan Architectural Hardware	V4613-BACS	242.82		40.47	550		50.00	Changing room keys replacement
						4721	220	152.35	Inv.650-Changing room keys
21/08/2025	Wiltshire Publication	V4614-BACS	530.40		88.40	4680	170	442.00	Inv.741-NHP Leaflet delivery
21/08/2025	Wiltshire Publication	V4615-BACS	1,272.00		212.00	4680	170	1,060.00	Inv.539-NHP Referendum advert
21/08/2025	Wiltshire Council	V4616-BACS	78.00			4560	142	78.00	Inv.184-Flood warden DBS Check
21/08/2025	JH Jones & Sons	V4617-BACS	1,008.00		168.00	4490	142	840.00	5384-rights of way board refer
21/08/2025	Radcliffe Fire Protection Ltd	V4618-BACS	430.80		71.80	4212	220	359.00	Inv.39020-Extinguisher replace
21/08/2025	Agilico	V4619-BACS	55.70		9.28	4130	120	46.42	Inv.927-Staples for photocopie
21/08/2025	SSE	V4620-BACS	2,391.82		113.90	4312	220	2,277.92	24/25 Pavilion gas
21/08/2025	HM Revenue & Customs	V4621-BACS	3,536.77			4041	130	1,450.95	Period 5- August 2025
						4000	130	698.80	Period 5- August 2025-T
						4000	130	264.96	Period 5- August 2025-NI
						4010	130	312.00	Period 5- August 2025-T
						4010	130	137.69	Period 5- August 2025-NI
						4010	130	35.00	Period 5- August 2025
						4020	130	268.00	Period 5- August 2025-T
						4020	130	118.97	Period 5- August 2025-NI
						4460	142	232.60	Period 5- August 2025-T
						4800	320	17.80	Period 5- August 2025-T
21/08/2025	Wiltshire Pension Fund	V4622-BACS	2,644.00			4045	130	2,004.97	Period 5- August 2025
						4000	130	331.38	Period 5- August 2025
						4010	130	160.61	Period 5- August 2025
						4020	130	147.04	Period 5- August 2025
21/08/2025	Aquasafe Environmental Ltd	V4628-BACS	828.00		138.00	4212	220	690.00	August PPM Visit & Chlorinatio
28/08/2025	Teresa Strange	V4623-BACS			7.29	4000	130		August 2025 Salary
						4120	120	199.98	First Class large stamps
						4370	120	17.08	Dishwasher tablets
						4155	120	53.37	Refreshments for meetings
28/08/2025	Marianne Rossi	V4624-BACS				4010	130		August 2025 Salary
28/08/2025	Fiona Dey	V4625-BACS				4020	130		August 2025 Salary
28/08/2025	Terry Cole	V4626-BACS				4460	142		August 2025 Salary
						4050	142	47.50	Travel allowance
						4051	142	45.45	Mileage x101 miles
28/08/2025	David Cole	V4627-BACS				4800	320		August 2025 Salary
31/08/2025	Unity Trust Bank	V4646-	10.05			4140	120	10.05	Service Charge

Total Salaries
August 2025
£8,657.53

Continued on Page 267

Date: 01/09/2025

Melksham without Parish Council Current Year

Page: 267

Time: 16:03

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Total Payments for Month	28,590.16	0.00	1,883.40	26,706.76
Balance Carried Fwd	17,072.24			
Cashbook Totals	45,662.40	0.00	1,883.40	43,779.00

Date: 01/09/2025

Melksham without Parish Council Current Year

Page: 151

Time: 16:03

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 5

Receipts for Month 5**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: 01/09/2025

Melksham without Parish Council Current Year

Page: 152

Time: 16:03

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 5

Payments for Month 5**Nominal Ledger Analysis**

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

Date: 01/09/2025

Melksham without Parish Council Current Year

Page: 57

Time: 16:04

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 5

Receipts for Month 5**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 :		2,936.18					2,936.18	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		2,936.18	0.00	0.00			2,936.18	

Date: 01/09/2025

Melksham without Parish Council Current Year

Page: 58

Time: 16:04

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		2,936.18						
	Cashbook Totals		2,936.18	0.00	0.00			2,936.18	

Date: 01/09/2025

Melksham without Parish Council Current Year

Page: 33

Time: 16:04

Cashbook 5

User: MR

CCLA

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	645,000.00					645,000.00	
	Banked:	0.00						
		0.00					0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	645,000.00	0.00	0.00			645,000.00	

Date: 01/09/2025

Melksham without Parish Council Current Year

Page: 34

Time: 16:04

Cashbook 5

User: MR

CCLA

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/08/2025	Unity Bank	V4645-TRAN	23,000.00				220	23,000.00	Transfer-CCLA TO Unity
	Total Payments for Month		23,000.00	0.00	0.00			23,000.00	
	Balance Carried Fwd		622,000.00						
	Cashbook Totals		645,000.00	0.00	0.00			645,000.00	

Teresa Strange

From: CGR <CGR@wiltshire.gov.uk>
Sent: 09 September 2025 17:12
To: Teresa Strange
Cc: andrew.griffin@wiltshire.gov.uk; phil.alford@wiltshire.gov.uk;
nick.holder@wiltshire.gov.uk; Fiona Dey
Subject: RE: Community Governance Review - Parish Survey from Wiltshire Council -
responses for 7 October

Hello Teresa

The only non-factual question was the prioritisation question, I appreciate this could have been clarified. It is noted Melksham Without has been reviewed several times in recent years and so that will be taken into account when the committee sets its next work programme.

Yours

Kieran Elliott

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 09 September 2025 16:54
To: CGR <CGR@wiltshire.gov.uk>
Cc: Griffin, Andrew <Andrew.Griffin@wiltshire.gov.uk>; Alford, Phil <Phil.Alford@wiltshire.gov.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: RE: Community Governance Review - Parish Survey from Wiltshire Council - responses for 7 October

Dear Democratic Services

I write further to your email below and comment that a decision on whether Melksham Without Parish Council wish to put up the priority list for a Community Governance Review is not a factual response, its particularly nuanced as to whether there should be a change to boundaries, number councillors or ward membership.

Due to your short deadline, the parish council discussed this as they met last night, it was not on the agenda, so all I can take it as is an informal discussion as they all happened to be in the same room at the same time so I took the opportunity to ask them, as was unable to respond otherwise.

Melksham Without Parish Council **do not** wish to be prioritised, they have had two CGRs in 8 years.

I will fill in your survey too, but had been asked to copy/share the thoughts of the parish council with their relevant Wiltshire Councillors, hence the email.

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

Advanced Notice of Leave:
w/c 15th September

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: CGR <CGR@wiltshire.gov.uk>

Sent: 08 September 2025 13:11

Subject: Community Governance Review - Parish Survey from Wiltshire Council - responses for 7 October

Importance: High

Dear Clerks and Chief Executives

Background

A Community Governance Review (CGR) is a process to provide opportunity to review and make changes to governance arrangements for city, town and parish councils and parish areas (eg number of councillors, warding arrangements, boundaries etc).

This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as can be.

The Electoral Review Committee of Wiltshire Council is responsible for overseeing CGRs and making recommendations to Full Council.

Future CGRs

It is recommended practice that reviews be conducted every 10-15 years. Many of Wiltshire's more than 250 parishes have not been reviewed in at least that long.

Accordingly, the Electoral Review Committee intends to launch a CGR later this year of various parishes, with further reviews in subsequent years.

This does not mean that the arrangements for all parishes will be changed, but is to ensure that in time all have had consideration as to whether any changes are appropriate.

Parish Survey

A survey has been prepared below, seeking some general information to assist the Electoral Review Committee in determining which areas to prioritise for review.

Parish Survey

The survey is seeking factual information so should not require formally meeting in order to provide responses. All parishes are requested to complete the survey by **7 October 2025**.

Yours

Democratic Services

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Community Governance Review 2025/26

Purpose

1. To consider areas for potential inclusion for a Community Governance Review to take place in 2025/26.

Background

2. A Community Governance Review (CGR) is a process wherein a principal authority can adjust the governance arrangements of parishes within its council area. This can include amending the number of councillors or wards, the external boundaries, or even the creation/merger/abolition/grouping of entire parishes.
3. The Council is required to undertake reviews where it receives a valid petition, signed by the requisite number of electors for a specific area. The Council may also undertake reviews at any time where it considers it appropriate to do so, for example where there have been changes in populations as a result of new developments. It may also undertake reviews in response to reasonable requests received from individuals, groups or parish councils themselves.
4. Where an area is suggested by Wiltshire Council for review this would not mean a view has already been taken on the suitability of any potential change, only that the Council believes it necessary to undertake a review in order to establish whether a change is appropriate under the statutory criteria.
5. Between 2021-2025 the Committee undertook three separate CGRs, reviewing approximately 50 parishes in detail. 26 recommendations were made, all of which were approved by Full Council following appropriate consultation.
6. At its meeting on 15 July 2025 the Committee resolved to undertake a scoping exercise to assist it in determining which areas should be the focus of the next set of CGRs.

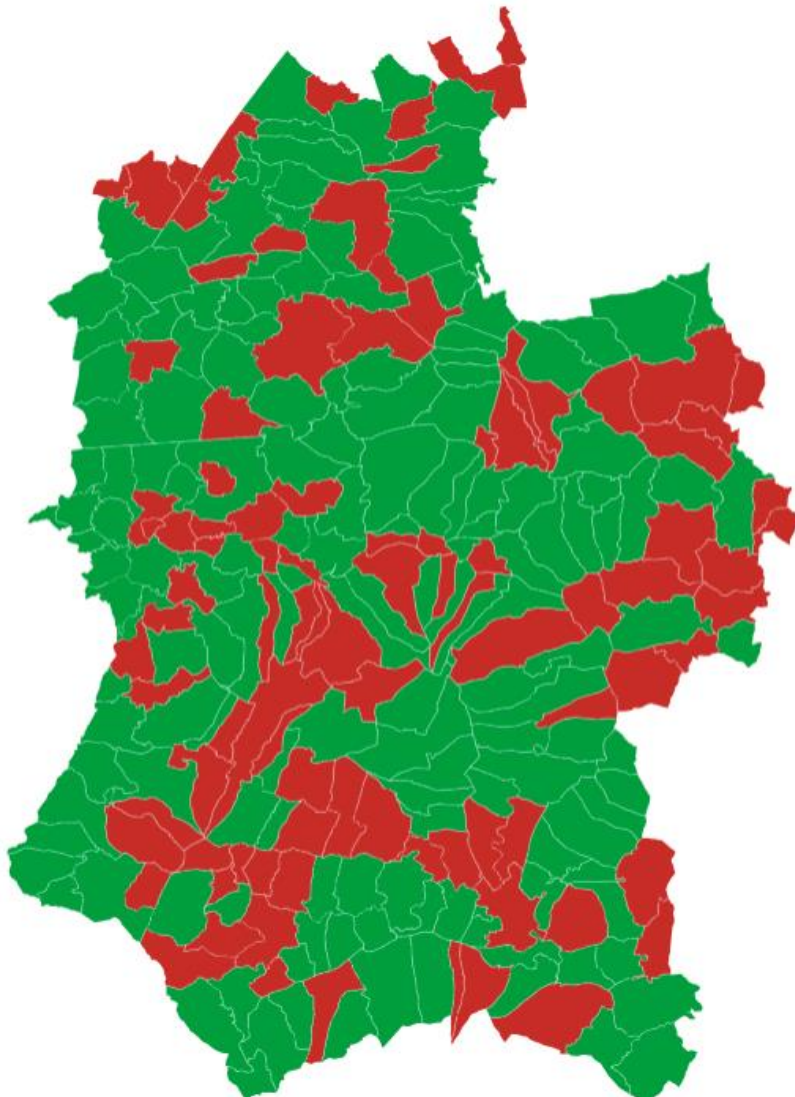
Main Considerations

7. Parish Councils and Parish Meetings were surveyed from 8 September – 7 October 2025 to seek various information to assist the Committee in determining which areas should be included in the next review.
8. The information sought included details of the governance review impacting the parish, if known, the last contested election in the parish, how many of their councillors were co-opted, and other details, along with other relevant information such as maximum number of councillors and electorate. Where the council was aware of a detail, such as date of last review, this was included in the information gathering where the parish itself may have marked unknown.
9. Approximately 63% (161) of parishes responded before publication of this report. Of the 21 Parish Meetings (those parishes without a council) approximately 33% (7) provided a response, with those not responding shown in the table overleaf.

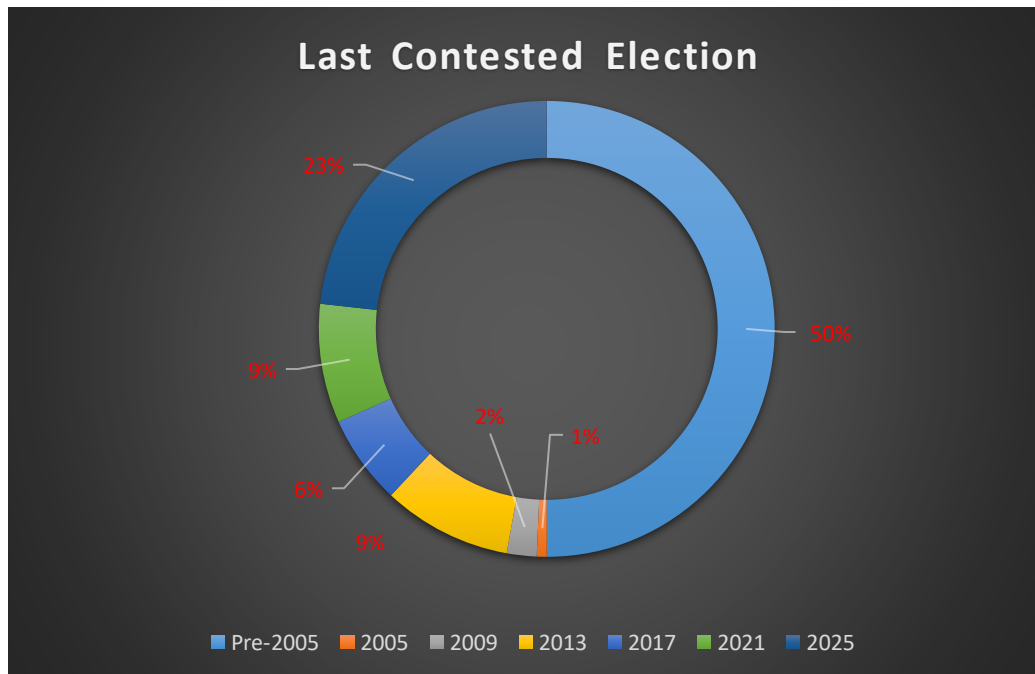
Parish Meeting	Unitary Division
Berwick St Leonard	Nadder Valley
Braydon	Purton
Buttermere	Pewsey Vale East
Chicklade	Nadder Valley
East Kennett	Marlborough West
Easton Grey	Sherston
Fonthill Bishop	Nadder Valley
Marston Meysey	Cricklade and Latton
Milston	Avon Valley
Norton and Foxley	Sherston
Norton Bavant	Wylde Valley
Sopworth	Sherston
Stratford Tony	Fovant & Chalke Valley
Tidcombe and Fosbury	Pewsey Vale East

10. The map below shows parishes which did not respond to the survey in red.

Responses to Parish Information Survey



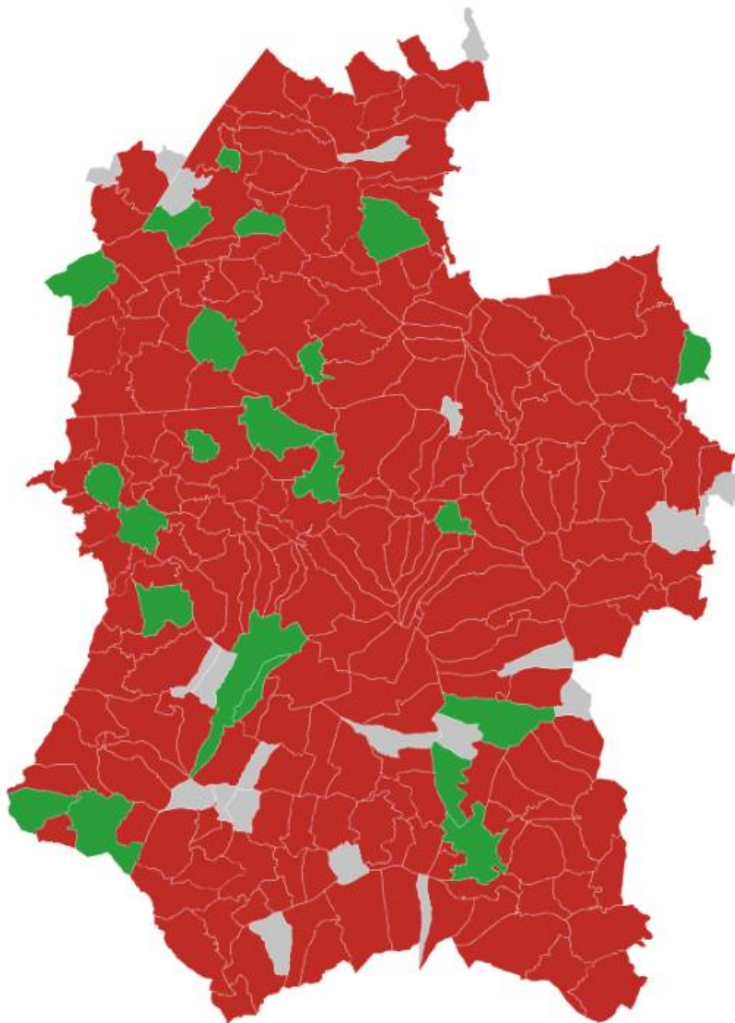
11. Relating to parish electorates, whilst the average electorate per parish is around 1500 electors, this ranges from more than 31000 in Salisbury to parishes with under 50 electors. Not including Parish Meetings, 27 parishes in Wiltshire have fewer than 150 electors, and 77 under 300 electors. Some of these are grouped in a Joint Parish Council.
12. A small electorate would not on its own indicate a parish council to be incapable of effective local government, and in fact several very small parish councils did provide responses to the survey and may be active and engaged for their communities. The communities in question may also be very distinct and cohesive even when small in scale. However, it may be relevant to consider whether grouping arrangements may be appropriate for some very small parishes, or reviewing the number of councillors they can elect. In 24 parishes the number of electors per councillor, were the parish council to have no vacancies, would be under 35 electors per councillor.
13. More than half of the parishes responding were unable to provide details of when they had last had their arrangements reviewed. Where the council was aware of a review this information could be included even without a parish response, but approximately 66% of parishes provided no detail or answered unknown regarding when their arrangements were last reviewed, with the council also having no earlier record.
14. The chart below shows responses relating to when responding parishes last had a contested election. This included where a single ward of a parish was contested, even if all others were uncontested.



15. 50% of responding parishes stated it had been more than 20 years since they had a contested election, with 23% of those responding stating they had a contested election at the most recent elections in 2025. Given at the 2025 local elections only 15% of potential elections were contested - 47 out of 308 (ward elections counted as separate) - this may suggest that those councils which responded are more active and contested than those who did not.

16. In 2025 79% of contested elections took place in towns/cities as opposed to rural parishes. The map below shows parishes with contested elections in 2025 in Green, uncontested elections in Red, and Parish Meetings – which do not hold elections – in Grey.
17. Whilst lack of contested elections does not, in itself, mean a parish is in need of electoral arrangement changes, it may be a relevant data point when considering the size of a parish electorate and the number of councillors to be elected, in determining the effectiveness of any arrangements in place. The Committee may wish to consider the level of councillor turnover in a parish, when doing a deeper look at areas chosen to be reviewed.

Contested Elections in 2025



18. Parishes were asked how many of their councillors were co-opted, and whether it was common for them, historically, to co-opt significant numbers of councillors. 59% of respondents indicated it was common to co-opt significant numbers of councillors historically.
19. However, there was some confusion among respondents, with some answering nil in the event of an uncontested election following insufficient nominations for a contested

election, whilst others appear to have counted such an outcome as all such nominated candidates as being co-opted.

20. The survey also sought some details relating to parish administration. 85% of respondents indicated that they employed a part time clerk, which likely reflects the small scale of most parishes in Wiltshire. However, 44 parishes responded to say they had attained General Power of Competence, which gives councils the power to do anything an individual can do provided it is not prohibited by other legislation, and which requires a parish to have had contested elections. This represents 17% of all parishes, and 31% of those responding to that question.

Next steps

21. 13 parishes requested prioritisation for review. These were:

Alderbury	Bishops Cannings	Devizes
Fovant	Idmiston	Landford
Malmesbury	North Bradley	Pewsey
Pitton and Farley	Royal Wootton Bassett	Trowbridge
Winsley		

22. The Committee should consider such requests for prioritisation, although no specific requests for changes have yet been received for most of these areas. However, the Committee may determine that where a parish has been subject to review recently it may be appropriate to delay a further review of that area until a later date, notwithstanding this additional request for prioritisation. A parish may submit a petition signed by sufficient electors if they wish to require a review sooner rather than later. As decisions take effect at the next election, there should be no detriment to any delayed review.
23. The Committee should determine which areas it believes should be included in the next review, or delegate that decision. It is proposed that a review begin in early November 2025, aiming to conclude by July 2026.
24. It is also important to note that whilst it is government guidance that all parishes be reviewed periodically, this does not mean that a review would lead to changes for an area. The Committee should only recommend changes where it believes this would be in alignment with the statutory criteria, being that it would reflect the identity and interests of local communities, and that it would ensure effective and convenient local governance.

Safeguarding Implications

25. There are no safeguarding implications.

Public Health Implications

26. There are no public health implications.

Procurement Implications

27. There are no procurement implications.

Equalities Implications

28. There are no equalities implications.

Environmental Implications

29. There are no environmental implications.

Financial Implications

30. Community Governance Reviews require periods of appropriate public consultation which may incur additional resources, in particular in relation to the cost of using an external company to physically mail to out those affected in certain areas if appropriate during the draft recommendations stage.

Legal Implications

31. The Local Government and Public Involvement in Health Act 2007 gives the Council the power to undertake CGRs and sets out the criteria for such reviews. There is also statutory guidance on the conduct of such reviews to which the Council would have to comply.

Risks

32. Whilst there is no obligation on the Council to carry out CGRs at a particular time (other than in response to a petition), failure to do so may lead to the governance arrangements in some areas being outdated and inappropriate to provide effective local governance for the area. Many areas have not been reviewed within the last 15 years.

Options Considered

33. The Committee has discretion on which schemes to take forward at what time, when the review is not initiated by petition. It could decide not to launch any reviews at this time, although this would limit the ability to review many parishes ahead of the elections in 2029. It could seek to review all parishes in Wiltshire within one review, however this would come with considerable resourcing issues, and may require limiting extent of engagement and consultation from previous practice.

Proposal

34. That the Committee determine which areas should be include for review for 2025/26 within those terms of reference.

35. To delegate to the Director, Legal and Governance, finalisation and approval of the Terms of Reference for a Community Governance Review 2025/26 after consultation with the Chairman of the Committee. The Director, after consultation with the Chairman, will have the authority to amend the terms of reference during the review, if appropriate.

Perry Holmes - Director, Legal and Governance

Report Author: Kieran Elliott, Democracy Manager (Democratic Services)

Appendices

Appendix A – Example Terms of Reference

Background Papers

[Guidance on Community Governance Reviews](#)

Appendix A – Example Terms of Reference

Introduction

On behalf of Wiltshire Council (“The Council”) and under authority as set out at Paragraphs 2.10.7 – 2.10.9 of Part 3B of the Constitution, the Electoral Review Committee (“The Committee”) at its meeting on 15 October 2025 resolved to undertake a Community Governance Review (“The Review”), in respect of the areas and within the scope listed below, following delegation to the Director, Legal and Governance to finalise details of the review.

Description	Review parameters
Parishes: A, B, C, D, E	Internal and external boundaries of the parishes of A-E, or any parishes surrounding those listed, including associated warding, councillor numbers and any other arrangements including grouping, merging, abolishing, or creating parishes.

The Review may also consider any other issues within the areas under review that fall within the scope of sections 87-92 of *The Local Government and Public Involvement in Health Act 2007* (‘the Act’).

The Review above in some cases may require consent being granted by the Local Government Boundary Commission for England (LGBCE) for any internal or external changes as a result of the 2018-20 Electoral Review of Wiltshire Council and the consequential changes made to parish warding arrangements. For the avoidance of doubt, any review areas may include consulting on and recommending to the LGBCE consequential changes to Unitary Divisions if appropriate.

This Review is being carried out by the Council under the powers in Part 4 of the Act and will be undertaken in accordance with the legislative requirements of that Act and any relevant regulations made thereunder. It will also have regard to the Guidance on Community Governance Reviews published by the Department of Communities and Local Government (DCLG, now DLUHC).

What is a Community Governance Review?

A Community Governance Review (CGR) is a review of the whole or part of the Council’s area to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and styles of new parishes;
- The electoral arrangements of parishes (including the number of councillors to be elected to the council and parish warding);
- Grouping or de-grouping parishes.

The Council is required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and,

- Is effective and convenient.

In doing so, the community governance review is required to take into account:

- The impact of community governance arrangements on community cohesion; and,
- The size, population and boundaries of a local community or parish.

Why undertake a Community Governance Review?

The Council is undertaking this Review following:

- Changes to natural settlements caused by new and forthcoming development;
- Requests from parish councils in the areas listed
- In accordance with the duty to periodically review parish arrangements

Who will undertake the Review?

The Council has appointed an Electoral Review Committee to carry out all aspects of the reviews and to make recommendations to the Council in due course. The Committee comprises a politically balanced membership of Eleven Members. Other Members and the public may attend the formal committee meetings. The relevant section of the Committee's terms of reference are set out in Part 3B Paragraph 2.10 of the Constitution as follows:

2.10.7 To oversee any community governance reviews within the Wiltshire Council area, including contacting all parishes for proposals, setting the scope for any review, its methodology, and its timescales. The Committee will prepare final recommendations for any changes for consideration by Full Council.

2.10.8 The Committee will consider whether it is appropriate to make, and is empowered to suggest for consultation and recommendation, changes to parish areas and parish electoral arrangements, to include:

- *The alteration, merging, creation or abolition of parishes;*
- *The naming of parishes and adoption of alternative styles for new parishes;*
- *Parish council size, number of councillors to be elected, and warding arrangements;*
- *Any other electorate arrangements.*

2.10.9 Where it would be appropriate to do so the Committee may recommend that as a result of proposed parish changes a unitary division be amended so that it remains coterminous with that parish. Any such change would need to be agreed by the Local Government Boundary Commission for England if approved by Full Council.

As the relevant principal authority, Wiltshire Council is responsible for conducting any Community Governance Review within its electoral area. The Electoral Review Committee will oversee the review and produce draft and final recommendations. Full Council will approve the final recommendations before a Community Governance Order ("An Order") is made.

Consultation

The Council is required to consult the local government electors for the area under

review and any other person or body who appears to have an interest in the review and to take the representations that are received into account. The Council will also identify any other person or body who it feels may have an interest in the review and invite them to submit their views at all stages of the consultation.

Before making any recommendations or publishing final proposals, an appropriate consultation process will form part of the review to take full account of the views of local people and other stakeholders. The Council will comply with the statutory consultative requirements by:

- consulting local government electors for the area under review;
- consulting any other person or body (including a local authority) which appears to the Council to have an interest in the review; and,
- taking into account any representations received in connection with the review.

The Council will publicise the review on its website and with information available at appropriate Council Offices on request.

The methods of consultation will be those deemed appropriate for the proposals concerned. This may include a webpage created for the review containing all relevant information, briefing notes sent to appropriate town and parish councils and area boards, surveys, press releases at appropriate stages, and other appropriate methods.

Timetable

The Review will aim to be completed within 12 months of the date of commencement, being the date the terms of reference will be published.

An indicative timetable for the Review is as listed below. This is subject to variation by the Committee as appropriate, within the overall prescribed time limit. In particular, the Committee may vary the timetable to take account of any additional consultations that it deems appropriate. The Director, Legal and Governance may also vary the timetable in consultation with the Chairman of the Committee at any time, if appropriate, to be reported to the Committee.

Stage	Action	Dates
Pre-review	Liaising with parish councils on suggested areas for consideration for review and receipt of initial submissions. Information gathering with all or identified parishes	September-October 2025
Stage one	Commencement of CGR - Terms of Reference published.	4 November 2024
	Initial Schemes uploaded to for any comments, to be updated with any relevant additional information. Local briefings and meetings as appropriate with unitary councillors and/or parish representatives if proposals have been submitted.	November 2025

	To receive further schemes which fall within the scope of the Review.	
Stage two	Consideration of submissions received in relation to proposed schemes. Local briefings and meetings as appropriate with unitary councillors and/or parish representatives (continued) Pre-consultation surveying (if appropriate) Draft Recommendations prepared	November 2025 November - December 2025 January -February 2026 February – March 2026
Stage three	Draft Recommendations consultation.	March-April 2026
Stage four	Consideration of submissions received Additional consultations (if appropriate) Final Recommendations prepared	April 2026 April-May 2026 April-June 2026
Decision	Final Recommendations considered by Full Council.	May/July 2026

Electorate Forecasts

Existing parish ward electorate figures will be calculated from the **XXXXXX** electoral register.

When the Council comes to consider electoral arrangements for the parish councils in its area, it is required to consider any change in the number or distribution of electors which is likely to occur in the period of five years beginning with the day when the Review starts.

Electorate forecasts have been prepared for the period to 2030 and will be included in information sheets for each scheme which is reviewed.

Consequential Matters

When all the required consultation has been undertaken and the review completed the Council may make an Order to bring into effect any decision that it may make. If the Council decides to take no action, then it will not be necessary to make an Order. If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:

- a) the transfer and management or custody of any property;
- b) the setting of a precept (council tax levy) for the new parish council;

- c) provision with respect to the transfer of any functions, property, rights and liabilities;
- d) provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

The Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new parish councils when setting the council tax levy to be charged.

Representations

Wiltshire Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included within the Review.

Representations may be made in the following ways:

- Online (during surveys and consultations): <https://www.wiltshire.gov.uk/council-democracy-cgr>
- By Email: CGR@wiltshire.gov.uk.
- By Post: Community Governance Review, Democratic Services, County Hall, Trowbridge, BA14 8JN

**MINUTES of the Planning Committee of Melksham Without Parish
Council held on Monday 22nd September 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), Alan Baines (Committee Vice-Chair), John Doel, Mark Harris, David Pafford, Peter Richardson and Martin Franks.

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

In attendance: Wiltshire Councillor Phil Alford

Melksham Town Councillor Saffi Rabey

On Zoom: There were no members of the public joining remotely via Zoom.

235/25 Welcome, Housekeeping and Announcements:

The Chair welcomed everyone to the meeting. As there were no new members of the public present at the meeting, the housekeeping messages were not 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.

The Chair welcomed Councillor Doel to the committee, which he has joined in his role as Acting Vice-Chair of the Council.

- a. Members noted that Barratt Homes have submitted a Reserved Matters application for Land South of Western Way (Melksham Joint Neighbourhood Plan policy 7.3) – outline planning application PL/2022/08504. 210 dwellings
- b. Members noted that Wiltshire Council have begun ground investigation works on Melksham's former golf course at Bowerhill on 15th September 2025, as part of pre application work. Details were in the agenda pack from a Wiltshire Council press release.
- c. National Grid had offered three dates for a visit to their site. Members opted for a visit on the morning of the 8th October 2025.

Resolved: Parish Officer to communicate date (8th October) and time (morning) preference to National Grid and to collate and pass on Personal Protective Equipment (PPE) sizing information required for the visit.

236/25 Apologies:

There were no apologies as all members of the committee were present.
Apologies were received from Wiltshire Councillor Holder.

237/25 Declarations of Interest:

- a. Declarations of Interest
None

b. Dispensation Requests for this Meeting:

None requested.

238/25 To consider holding items in Closed Session due to confidential nature:

Resolved: Agenda item 13a (Planning Enforcement) and item 14biii (Bowood View) 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.

Agenda item 13a: Start of legal action.

Agenda item 14biii: Contractual discussions.

239/25 Public Participation:

Standing Orders were suspended to allow Public Participation

Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold

Wiltshire Councillor Alford commented that application PL/2025/07044 – Former Countrywide Site for a new Aldi store is within his division. He was not planning to call in the application, as it is a brownfield site. However, he had spoken to the Planning Officer as he felt that the applicant's flood report downplayed the flooding problems at the site and urged the Officer to look closely at the issue.

The meeting reconvened.

240/25 Planning Applications: The Council considered the following applications and made the following comments:

- a. [PL/2025/06749](#) - **Land North of Bath Road (A365), Melksham (Adjacent to Melksham Oak Community School)**. Outline planning application (with all matters except access reserved) for mixed use development comprising residential (up to 205 dwellings), land reserved for expansion of secondary school, public open space, landscaping and associated engineering works. Applicant Name: Hannick Homes & Developments Ltd

Comments:

Member noted that this site is allocated in the Wiltshire Local Plan – Policy 19.

No objection subject to the following comments being addressed

Access

Members are concerned that there is only a single point of access onto the development (from the A365). Whilst the NPPF does not explicitly require a second emergency access for all large developments, it does mandate that all developments must have safe and suitable access for all users, including emergencies. The parish council are looking for confirmation that a second emergency only access is needed or not, as other developments of a similar size have recently had to include them, namely PL/2024/10345 Land north of

the A3102, Melksham (New Road Farm) for 295 dwellings, PL/2025/07391 Land South of Western Way, Melksham, Wiltshire for 210 dwellings, and 17/12514/REM Land East of Semington Road, Melksham, Wiltshire, SN12 6DR for 150 dwellings.

A365 Bath Road

Members note that the application include the changes proposed to the A365 Bath Road including a toucan crossing, a ghost lane and relation of the 30mph speed limit sign. However, the Parish Council continue to have significant concerns about the safety of the A365 in this area. There are already road safety concerns relating to the safety of turning into/out of Melksham Oak Community School and Bowerhill Lane, speeding and inappropriate overtaking. There are number of new developments, including this one, that need to be considered as part of a holistic review of the safety measures needed for the road. There is a current LHFIG (Local Highways and Footpath Improvement Group) issue 9-24-27 being progressed to make the turning off the A365 into Bowerhill Lane safer following a road traffic accident earlier in the year with potential life changing injuries; vehicles are vulnerable to being rear-ended whilst waiting to turn right off the A365.

<https://www.bbc.co.uk/news/articles/c9qj983dn04o>

There is also a current LHFIG issue 09-23-12 being progressed with evidence from covert cameras earlier in the year demonstrating cars on the A365 overtaking cars waiting in the ghost lane to turn into Hornchurch Road; with a costed scheme drawn up. The report from the camera evidence is available from the parish council or the highways officer Martin Rose.

Members feel that similar schemes would be required for the turning into this development and that the planned development should be considered as part of the proposed holistic review of the A365 Bath Road from the Bowerhill Roundabout to the east of Turnpike Garage (MIN514/24ai). The holistic review to take into account PL/2025/06105 (Land at Bowerhill Lane, Bowerhill, Melksham for 50 dwellings) and PL/2024/11426 for a large warehouse for Gompels, which both access on to the A365 close to this development. In addition the proposed A350 Melksham bypass having a roundabout the other side of the proposed Gompels warehouse site.

It is noted that there is an advisory for HGVs to not travel through Seend and that therefore directs HGV traffic along this stretch of the A365.

The parish council routinely erect their Speed Indicator Device (SID) on this stretch of the A365, in both directions and download the data to send to the police. Attached (attachment 1) is the original traffic survey for the SID eligibility and the summary of downloaded data (attachment 2) that shows speeds in this stretch of road reaching a staggering 112mph on one occasion, but consistent speeding over 30mph. The SID is set at the intervention level of 35mph as per Wiltshire Council's guidance, and does not record lower than that speed. The two sites are outside Melksham Oak Community School in both directions.

In addition, the Wiltshire Police & Crime Commissioner recently published figures on the work of the Community Speed Enforcement Officers (CSEOs) and Road Safety Officers who undertake sessions to identify speeding

motorists and to issue tickets. The data show that five sessions have been undertaken on the A365 in Bowerhill in 2025 (1st January to 2nd September) resulting in 81 drivers being sent on a Speed Awareness Course and 3 drivers being issued a fine and points for speeding.

Number of Dwellings

Members noted that the number of dwellings in this application (205) is higher than the number allocated in Local Plan Policy 19 (135) but lower than the number of 240 suggested in the AECOM site assessment (site 3692) to inform the site allocation work in the recently made Melksham Neighbourhood Plan 2. Members have no objections to the number of dwellings proposed as this allows full development of the site, with an acceptable housing density of 37 per hectare, and contributes to the housing numbers for the Melksham Area.

Pedestrian access into the school

Members remain concerned that children from the development would need to cross the A365 twice to access Melksham Oak Community School, as there is no space for a footpath on the north side of the road. It is noted that the developer has included “potential” pedestrian access to the school. The councillors felt strongly that access must be included.

Affordable Housing

Members noted that the application includes 30% affordable housing, however in pre-application discussion (on 6th May 2025) the developer confirmed that 40% of dwellings would be Affordable Housing in line with the emerging Local Plan. As this is a site allocated in the emerging Local Plan, Melksham Without Parish Council would like to see the affordable housing allocation to be 40% in line with this plan.

Land Reserved for the Expansion of Melksham Oak Community School

In pre-application discussion (on 6th May 2025) the developer had explained that the S106 agreement might define that the land reserved for the school expansion would be retained for education use for 10 years and possibly then revert to the developers. Given the current lack of demand for places at Melksham Oak Community School members want to see a period of retention longer than 10 years. It is also noted that the Draft Heads of Terms does not currently include a retention period

In addition, members would like to see a maintenance plan for the expansion land to ensure that it will be properly maintained and can be used by the residents. One suggestion was that it could be turned into a wild flower meadow.

Planning Obligations Draft Heads of Terms

Members felt that the Draft Heads of Terms were very basic and lacked detail. Melksham Without Parish Council will review these in detail and provide further comments separately.

Design and Access Statement

The Design and Access Statement incorrectly states that the site is in the parish of Melksham, whereas it is actually in Melksham Without. (para 2.1.1). It also states that the National Cycleway 403 runs to the south through Bowerhill, whereas it is actually through the village of Berryfield on Semington Road (para 2.12.6).

Whilst it is true that there is a Melksham Community Hospital (listed as part of local facilities), it is misleading to think that there are any treatment or minor injuries services there – it only provides a limited number of clinics, a hub for community nurses, wheelchair repair etc (Para 2.13). Para 2.14 details Character Analysis; it is very disappointing that no reference is made here, or throughout the document to either the Melksham Neighbourhood Plan (NHP V1 made in July 2021 and NHP V2 made in August 2025), or the Melksham Design Guide; particularly as Hannick were well aware of the NHP consultations and contributed to them. There is no explanation as to why Canon Square and Church Walk are being quoted as local vernacular whilst both NHP versions had character areas in detailed. Policy 6 of the latest NHP details type and tenure related to the Melksham Housing Needs Assessment and should be adhered to (para 4.9)

Para 5.6.3 The parish council request that they have first refusal to adopt the equipped play areas, but will not want to take on timber play equipment as they have experienced maintenance issues with this in the past; does timber play equipment fit with the Wiltshire Council specification?

Planning Statement

Para 3.8 talks to properties ranging from 2 to 5 bedrooms. Clause 3d of Joint Melksham Neighbourhood Plan 2 Policy 6 Housing at Defined Statements states that “at Melksham and Bowerhill, prioritising the delivery of a balanced mix of two, three, and four bedroom dwellings, which should include bungalows” this is actually quoted at para 5.54 but does not seem to match the description at Para 3.8. We note Para 6.13 which says that this will be done at Reserved Matters stage.

- b. [PL/2025/07044](#) **Former Countrywide Site, Bradford Road, Melksham.**
Full planning permission Proposal: The construction of a new discount foodstore, car parking, access and landscaping on land at Bradford Road, Melksham. Applicant Name: Aldi

Comments: As this application is not in Melksham Without Parish, members felt that they could not support or object to the application. However, they made the following comments:

- Members are pleased to see a brownfield site being utilised, with Policy 10 of the made Joint Melksham Neighbourhood Plan 2 for Employment Sites supporting the use of previously developed land.
- Members welcome the move of the access junction away from Farmers roundabout.
- Members are concerned about flooding of the road outside the site (B3107 Bradford Road) which can be closed for days at a time, and on-site flooding. Joint Melksham Neighbourhood Plan 2 Policy 3 Flood Risk and Natural Flood Management applies, including the bit regarding contributions to wider catchment projects. The South Brook catchment area has been identified as a priority flood risk area by both the Environment Agency and Wiltshire Council for its surface water flooding.

Melksham Town Councillor Rabey left the meeting at 7.50pm

- c. [PL/2025/06812](#) **SLADES FARM, TOP LANE, WHITLEY, MELKSHAM, SN12 8RA** Householder Application: Proposal: New Access Gates.
Applicant Name: Mr Martin Smith

Comments: No objection

- d. [PL/2025/07139](#) **293 SANDRIDGE COMMON, MELKSHAM, SN12 7QS**
Householder planning application: Proposed Two & Single Storey Side extension. Applicant Name: Paul Smith

Comments: No objection subject to reinstatement of the footpath to the front door of the neighbouring property (292 Sandridge Common) – refer to Neighbour comment on application PL/2025/03991.

Wiltshire Councillor Alford left the meeting at 7.53pm

241/25 Amended Plans/Additional Information:

Amended plans for Land South of Brockleaze (PL/2025/05552) were discussed as agenda item 10a.

242/25 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

- a. [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

Comments: Members considered the latest Highway Officer comments that were uploaded earlier in the day (22nd September 2025). For ease of reference, the comments from members have been recorded in red alongside the Highway Officer comments (see Appendix 1).

The Clerk provided feedback from the Planning Officer about the proposed contribution for the community centre had been calculated (total expected cost divided by the number of houses in the Local Plan).

It was noted that the Council are waiting for responses from Melksham Town Council to questions on whether: i) they support the bus strategy, ii) have any comments on the improvements to the highways in town (proposed removal of the double mini-roundabout on Sandridge Road), and iii) have any suggestions for Rights of Way improvements in place of MELK103 (which residents have requested be extinguished)

- b. [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

No new comments or documents to date.

- c. [PL/2024/09725](#) **Land off Corsham Road, Whitley, Melksham (Middle Farm)** 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.

Comments: Members resolved to request that this application is now called in to committee.

They do this reluctantly, as the site is an allocation in the Joint Melksham Neighbourhood Plan (NHP) 2, but there has still been no movement that the parish council are aware of, from the applicant to recognise the larger site allocation in NHP2. The applicant was made aware at the beginning of September that the Parish Council was changing their stance to OBJECT to this application, and the applicant replied to say they would look at it, but there has been no further communication. This application would effectively block the development of the wider site, and therefore directly conflicts with Policy 7.5 of NHP2.

- d. [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).

No new comments or documents to date.

The developer is chasing a response from the NHS via the parish council

- e. [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.

Members noted the responses received following questions to the Director of Planning. Members were still unhappy with the responses and ideally would like to understand why their interpretation of Core Policy 34 differs to that of Wiltshire Council Planning.

- f. [PL/2025/03513](#) **Land North of Top Lane, Whitley, Melksham (E388633, N166527)** Permission in principle: Permission in principle for up to 6 dwellings Applicant: Ms Patricia Eaton

No new comments or documents to date

- g. [PL/2025/03212](#) **Roundponds Farm, Shurnhold, Melksham, SN12 8DF** Full Planning Permission: The removal of existing gas fuelled generators (retrospective) and proposed installation of battery energy storage system (BESS) and associated equipment. Applicant: HC ESS3 LIMITED.

Comments: Members considered the updated Risk Management Plan and concluded that their previously submitted comments and position stand. They also noted that on the Brockleaze BESS application (PL/2025/05552) they have changed from the use the hydrants to water tanks.

- h. [PL/2025/06519](#) Summerleaze Lodge, 10 Beanacre, Melksham, SN12 7PT. Full Planning Permission: Change of use to the site from agricultural to domestic. To then develop the site with a bungalow, garage, gardens and drive. Applicant: Mr & Ms P Neale

The correspondence received from neighbours and Conservation comments were noted, but as members had considered this application at the Planning Committee meeting on 1st September 2025, the council's comments could not be changed and they did not wish to make any additional comments at this stage.

Resolved: To highlight the application to Drainage for their consideration.

243/25 Premises Licences applications and decisions:

- a. **WTF Presents Bingo Lingo – Halloween:** Saturday 1st November 2025 at Unit 47, Bath Road, Melksham (former Avon Tires Site).

Comments: No Objection. Members reviewed the documentation provided by the organisers (confidential at this time) and felt that it was thorough. Members noted that the location of the planned event is not within the parish.

244/25 Proposed Energy Installations

- a. **Land South of Brockleaze (PL/2025/05552)**

Comments: Members support the comments submitted by Community Action Whitley and Shaw (CAWS) on the amended plans – draft version circulated prior to the meeting (see Appendix 2)

- b. **Corsham Road, Whitley and Shaw**

Members were made aware that Scottish and Southern Electricity with their contractor Excalon Aureos had started installing pipework (ducts) on Corsham Road on 15th September 2025. However, the parish council had received no prior notification and no Temporary Traffic Order. Councillor Richardson explained that, as a resident, he had received a letter from the developer after the work had started. He has responded to the developer with a number questions about the purpose and scope of the work.

245/25 Planning Policy:

- a. **Joint Melksham Neighbourhood Plan:**

No response had been received on whether Melksham Town Council support the Delivery Framework Proposal from Place Studios.

Members expressed frustration that a number of organisations are in contact with the new owners of the Cooper Tires Site (Policy 7.1 in the adopted Joint

Melksham Neighbourhood Plan 2) but no contact appears to have been established by Melksham Town Council. Members are concerned that opportunities that arise from early engagement with the developer may have been lost.

- b. There have been no updates to the Wiltshire Local Plan examination since the last meeting.
- c. The Guardian article on overturning decision at appeal was noted. Members also noted that Angela Raynor, who was driving the potential changes to planning policy, is no longer Secretary of State for Housing, Communities and Local Government and therefore the policy changes may not be progressed.

246/25 Melksham Link Planning Application

Councillor Harris explained that he had attended a Wilts & Berks Canal Trust (WBCT) meeting. The Melksham Link project was having problems establishing funding and progressing the planning application due to the continued issues being raised by the Environment Agency and Wiltshire Council Ecology.

247/25 Planning Enforcement:

- a. The update regarding Berryfield Lane was noted. It was also noted that Wiltshire Council Environmental Enforcement Officers, working with Wiltshire Police, had recently carried out a series of coordinated operations across the county to tackle fly-tipping, unlicensed waste carriers, and illegal scrap metal dealing.

Resolved: The Clerk to ask Wiltshire Council why the issue in Berryfield Lane had not been addressed in the recent campaign and why action was being left to the Environment Agency.

- b. Correspondence from Balfour Betty regarding Westlands Lane was noted and has been resolved.
- c. The response from Melksham Town Council regarding the Reggae Event at KGV (King George V Park) was noted

248/25 S106 Agreements and Developer meetings: (Standing Item)

- a. Updates on ongoing and new S106 Agreements
 - i. Pathfinder Place:

It was noted that the play area would be legally transferred to Melksham Without the following day (Tuesday 23rd September 2025).

It was also noted that the timing of works on the footpath from Western Way to Burnet Close had been announced in the Melksham Independent News, with work planned to start in spring 2026. Members expressed frustration that Wiltshire Council had not communicated to them directly, despite emails from the Clerk requesting updates.

No updates were available on the Public Open Space, highway adoption or the cladding/ fire wall issues.

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

It was noted that the Clerk has chased Wiltshire Council regarding the Public Art s106 contribution.

iii. **Bowood View**

The correspondence regarding Bowood View Management company and highways adoption was noted.

It was also noted Melksham Area Board had a priority/outcome to improve the service that householders receive from their management group and to explore whether a local housing management group can be established. This priority/outcome is being led by Wiltshire Councillors Alford and Holder. It was suggested that the Wiltshire Councillors speak with Keith Phillips as the Director of the Bowood View Management Company.

Resolved: The Clerk to ask National Association of Local Councils (NALC) to lobby central government on the issues related to management companies.

iv. **To note any S106 decisions made under delegated powers**

None

b. Contact with developers:

i. **Land at Old Melksham Library Site**

It was noted that a pre-app meeting with the developers is planned for Tuesday 23rd September. Although the site is not in the parish, the meeting will be attended by the Clerk and Councillors Wood and Baines, as Chair and Vice-Chair of the Planning Committee.

Meeting closed at 8.54pm

Chairman, 20th October 2025

Appendix 1:

Melksham Without Parish Council Comments on the Highway Comments for 24/1035 Land north of A3102 (New Road Farm) as approved at Melksham Without Parish Council Planning Committee Monday 22nd September 2025

MEMORANDUM

To: Development Management

From: Highways Development Management

Ref: PL/2024/10345

Date: 19th September 2025

24/10345 Full, detailed planning application for 295 dwellings, play space, allotments, land for nursery, pedestrian and emergency access points, new 4th access arm from existing but improved A3102 / Eastern Way roundabout. Near New Farm, Melksham.

Introduction

The development site is adjacent to the existing built-up area of Melksham town, and has a frontage to the A3102 class I road Sandridge Common. Half way along the frontage there is the existing A3102 / Eastern Way roundabout from which vehicular access is proposed. The minor road New Farm Road runs along the eastern site boundary. No access is currently proposed from New Farm Road.

The land is a proposed site for residential development in the Wiltshire Local Plan Review Reg 19 which indicates the land as being potentially suitable for 285 dwellings and a 100 place nursery. The land is not allocated for development in the current Local Plan (the WCS).

Melksham is a market town in the settlement hierarchy. Market towns are considered suitable for further residential and employment development.

Highway comments were provided dated 8th January 2025 to the initial submission. Please refer to those highway comments for highway comments on policy background, and for initial comments on transport sustainability. Further comments on transport sustainability are provided below.

Transport sustainability

Distances to local facilities and walking and cycling times are provided in a Table at Section 3.20 of the TA. The town centre distance is further than stated being some 2160 metres from the centre of the development. The Oak School, now that a new connecting path has been opened recently, is closer than stated at about 2420 metres. The train station which provides a reasonably useful service is some 2650 metres away (measured by me).

Guideline walking distances usually referred to by the HA as recommended "considered" distances are to a town centre 800m, to schools 2000m, and to bus stops 400m. While the above measured distances and stated distances in the TA table are greater than these guideline distances, I note the likely allocation of the site in the forthcoming Local Plan, the recent Blackmore Farm permission, and the fact that some other residential areas of the town have greater walking distances. I would not wish to justify an objection on transport sustainability grounds providing contributions can be achieved to significantly

improve accessibility including necessary improved public transport connections.

Access roundabout

The existing roundabout has now been revised in layout to more suitably accommodate the new 4th access arm into the development. The roundabout appears generally suitable and within correct design parameters. **The parish council welcomes this revision to the roundabout.**

Further while this is a Full application it must be noted that the roundabout redesign has not been technically approved. Under the full technical approval process at S278 stage some further minor adjustments to the roundabout design may be required.

Site frontage improvements including formal crossings

The Planning Layout and the Highway Response Note details a satisfactory position of layout on the site frontage.

New Road

New Road is the existing minor lane which runs along the eastern boundary of the site. The carriageway varies but is generally about 4.2 metres. While there is some degree of rat-running along the route, there are narrow sections where cars have to give way to opposing vehicles, and at this point I would not support any development led traffic calming of the route. Vehicles are already often impeded while passing along the route and introducing traffic calming is unlikely to change driver rat running behaviour. **Whilst this is an “existing minor lane” the parish council note that it is used by many residents to access Chippenham and the M4 and is a major rat run route, that then takes traffic onwards to the single track, medieval bridges in Lacock that are often impassable in heavy rain. The parish council engaged with Bloor at early pre application stages and have been asking for engagement with the Highways department to propose a solution for the single track New Road, with no engagement from WC highways to date. Whilst not supporting traffic calming on this road, are Highways now in a position to offer advice on what would work here? The local highways engineers have raised concerns regarding the condition of the verges caused by cars passing using the verge rather than the passing places.**

Public Rights of Way

No public rights of way cross the site. Footpath MELK103 provides a possible connecting route from the site's south-western corner but is unsurfaced, overgrown and almost impassable. There is an alternative route running parallel only a short distance away. £30,000 should be provided to either facilitate surfacing and other improvements to MELK103, or possibly to finance its extinguishment. **The parish council have raised this in their comments, they do not feel that money should be spent on surfacing a RoW that residents have asked to be extinguished, they have asked Melksham Town Council for their view and understand that they do not wish for it to be resurfaced either. The parish council DO NOT think that the s106 funding should be spent on extinguishing an existing RoW, that does not promote better connectivity and Active Travel.**

The parish council suggest the following RoW improvements as alternatives.

1. Improvement to MELK46 & MELW60 from Savernake Avenue to New Road, as this currently goes through a garden at Kites Stile at New Road; a small diversion might be appropriate here.
2. General upgrade to stiles/kissing gates in the vicinity.

Bus services

Bus services are detailed at sections 3.22 to 3.24 of the TA. The Public Transport Team request £75,000 pa over 5 years to fund the town bus to serve into the development and also to ensure an hourly service as per the nearby Blackmore Farm permission.

Jonathon Dodd at Bloor has commented that the parish council should have a bus strategy for East of Melksham to inform this and this is something that has been produced and endorsed and submitted as part of the parish council's comments on the planning application.

Train services

Train services are detailed at section 3.25 of the TA. The development should contribute to Melksham train station access improvements proportionate with the nearby Snarlton Farm residential permission ref 07097.£5128 /300 x 295 = £5042 will be required

We note that the Snarlton Farm application has been refused at Strategic Committee.

Rail accessibility improvements at Melksham Railway station are detailed in policy 11 of the Melksham Neighbourhood Plan 2 (page 80) that was made on 4th August 2025. The parish council do not feel that £5k is enough of a contribution. What is the origin/reasoning of this calculation?

Further enhancements are planned/desirable summarised as:

- Reconfiguration of carriageway/footpath in order to add a bus stop, and rerouting of local and regional bus services through the station;
- Shared use pathway, pedestrian and cycle route to Foundry Close, providing convenient access to the east of Melksham via Scotland Road and Murray Walk;
- Stepped station access from Bath Road providing more convenient access to the west of Melksham, especially the Roundponds and George Ward Gardens areas.

The Melksham Transport User Group and other related organisations have put forward proposals for improvements to bus services in the Plan area. Key to these are:

- Routing services through the station forecourt
- Later evening services on all routes, but particularly the Chippenham/Trowbridge service which can provide a backup service if trains are disrupted
- More efficient scheduling of the town internal services. A trial of electric bus services for this purpose was held in 2022, and well received.

Road safety

During the 5 year study period no personal injury road traffic accidents have been detailed on the site frontage including at the existing access roundabout.

Development vehicular traffic and capacity assessments

The TA has been prepared in accordance with a detailed scope which was submitted to the HA prior to submission of this application. On a robust basis the development will generate about 155 trips in both the AM and PM peak hour periods, where a trip is a one-way vehicular movement. This equates to about one vehicle entering or leaving the access in the peak hours about every 23 seconds.

Relevant junctions have been capacity assessed, and problematic junctions are discussed below. (If not discussed below, reference to section 7 of the TA

will show that the assessed junction will operate without significant capacity detriment.)

Church Lane / Blackmore Road double mini roundabout

In the growth year of 2029 taking other committed developments into account the development will cause the junction to operate slightly over capacity. In the AM peak hour Church Lane north will have an RFC of 0.84 (where RFC exceed 0.85 there is identifiable capacity detriment) and a queue of around 4 vehicles. Sandridge Common East will have an RFC of 1.00 and a queue of 17 vehicles, or a delay of around 77 seconds. The TA suggests that the junction could become a staggered priority give way junction to address this. I am opposed to this solution, which will unduly prioritise the main road flow encouraging car use as opposed to encouraging active travel modes. Mitigation can be more sensibly achieved in line with guidance, policy and active travel considerations by a robust Travel Plan, and contributions to achieve a high standard of public transport.

The parish council have chased the town council several times on their view on this proposition as it's in the town and not the parish. As they have not received a response to date, Melksham Without Parish Council have therefore considered themselves and do NOT support a staggered junction arrangement here, they feel that the existing roundabout system works well.

Travel Plan

The application includes a generally satisfactory Full Residential Travel Plan except that the proposed green travel voucher at £100 per dwelling is too low and not within usual parameters for Wiltshire. £300 per property to be offered to each property will be required.

Details of site layout – need for revised plans

The application seeks full planning permission and I have examined the details of the layout with that in mind. Before I am able to provide a final response recommending approval revised plans must be submitted to address the following points of highway concern:-

1. There are areas of public open space, swales etc along the New Road frontage. As the residents will have free access to this area it is inevitable that access will be forced through the hedgerow to provide a leisure route to New Road. To avoid this a 3m metre wide connection should be provided at some point on the New Road frontage. There is a 2 metre verge along most of the frontage so visibility for such a pedestrian access can be achieved without loss of hedgerow other than at the access point.

Melksham Without Parish Council think that this should connect to the existing MELK46 & MELW60 from Savernake Avenue to New Road, and then the improvement that they are asking for, detailed in the RoW section above.

2. A 2 metre footway must be detailed from the end of the road near plot 278 to connect to the proposed crossing.

3. The various Surface Finish plans indicate a number of raised tables. These will not be accepted. The drawing should be noted that the indicated raised tables will in fact simply be changes in surface.

4. The Planning Layout and some other plans indicate a 2 metre wide “potential pedestrian connection” to the western boundary (Gladstone Road). While this would be useful and welcome if it can achieve the required connection on the other side of the development boundary, I am doubtful that a connection can be achieved as there is a gap between the adopted highway and the site boundary on the western side. This point is acknowledged in the Paul Basham Highway Response Note. If evidence cannot be provided that the through link can be achieved, the link route on the development side should be deleted – as a path that simply ends at the hedgerow would be unsatisfactory.

Connectivity is detailed in the NPPF. Chapter 8 Promoting healthy and safe communities Paragraph 96a Planning policies and decisions should aim to achieve healthy, inclusive and safe places which promote social interaction including opportunities for meeting between people who might not otherwise come into contact with each other – for example through mixed use developments, strong neighbourhood centres, **street layouts that allow for easy pedestrian and cycle connections within and between neighbourhoods**, and active street frontages.

Such connectivity should be encouraged, and Wiltshire Council should be working proactively to ensure that this happens rather than just accepting its difficult. Bloor are happy to facilitate but it needs someone to co-ordinate with the other land owners. Can the parties involved put some effort into this please? this is part of Wiltshire Council’s Strategic Plan – these sort of things should be able to be achieved – this is plan-led development! The adjacent development has a connection to the Savernake existing residential area (and access to fish and chip shop, community building, laundrette, pub etc) as requested by the parish council and insisted on by Wiltshire Council when it was developed, and would provide onward connectivity and active travel options for residents.

5. The Land Ownership Plan and the S38 Boundary Plan must detail the emergency access and the connecting route (above) to be detailed between the development and the eastern crossing as being adoptable highway.

6. The local town bus must circulate through the development. The main access road through the site is 6.2 metres – which is OK for this bus service. However the layout must enable the bus to circulate and leave without reversing, and the loop road is only 5.5 metres which is insufficient. This must be addressed – perhaps by a small 6.2m wide loop road arrangement towards the northern boundary? Can be discussed.

7. At least 2 bus stops with high access kerbs must be indicated at suitable locations within the development (see point 6 above)

The parish council is currently investing £75,000 on implementing Real Time Information in bus shelters/stops in the parish and request that this is included with bus shelters and stops within the development and vicinity, more details can be provided in conjunction with the Wiltshire Council Passenger Transport Team (Refer to Rebecca Lockwood-Norris and Tania McCarthy.).

Bus shelters should protect users from the weather with adequate sides, and have a decent seat, not just a perch. Dark green as per the parish council standard in the parish, and not bright green or other colours as recently installed.

8. The visibility splay plans indicate a number of forward visibility splays through bends that cross private domestic curtilages. These will not be accepted as we (the HA) insist that any required highway splay is fully adopted as highway. I suggest a quick meeting to discuss each splay as some may not be required, and where they are required the footway etc must be made to follow the back of the splay line.

Conclusion

I have no highway objection to this development subject to receipt of revised plans to address points 1 -7 above. Following receipt of satisfactory revised plans I will provide a final response detailing S106 obligations and conditions. To assist, those obligations and conditions will be on the following lines:-

Obligations

Public transport to assist with town bus to serve the development, and to ensure good standard of the local bus services £75,000 pa over 5 years = £375,000

Works in connection with footpath MELK103 £30,000.

Travel Plan £300 green travel voucher per dwelling

£7000 Travel Plan monitoring

Improving accessibility at train station £5042

Adding development details to local cycle maps £1000

The roads on the estate to be offered for highway adoption

Access roundabout alterations and the access.

Footway alterations near the access roundabout

Adoption of the main spine road through the estate to the northern site boundary.

Conditions

Implementation of the submitted Travel Plan

CMP

Provision of the emergency access with its visibility

Provision of the toucan crossing to the west and its visibility splays (see plan in the Highway Response Note)

Provision of the puffin crossing to the east and its visibility splays (see plan in the Highway Response Note)

Draft informatives

The applicant should be informed that while the permission gives detailed permission for the access arrangements, the more detailed Section 278 technical approval process may require some minor adjustments to the roundabout layout and to the pedestrian crossings.

The layout includes a number of culverted watercourses beneath adoptable highways. Full structural approval will be needed for each culvert during the Section 38 technical approval process.

The layout details a considerable number of street trees. Some of these will need to be deleted or relocated from the positions indicated during the Section 38 technical approval process as some are within visibility splays or will be found to conflict with street lighting requirements.

Mark Wiltshire

Principal Transport and Development Manager

Highways Development Management

Appendix 2:



Brockleaze BESS



Second Addendum to CAWS Document Dated 22 August 2025

PL/2025/05552

Battery Energy Storage System with associated infrastructure

xx October 2025

Draft V1.1

1

1. Introduction

1.1. Community Action: Whitley and Shaw (CAWS) made its initial submission to planning application PL/2025/05552 on 22 August 2025. It subsequently submitted a first addendum to that submission on 2 September 2025 containing a compliance matrix demonstrating that the application is largely non-compliant with known planning policies.

1.2. This document is the second addendum to the CAWS submission dated 22 August 2025 responding to the documents in the developer's further submission on 17 September 2025, and including:

- Risk Management Plan
- Preliminary Site Layout
- Fire Strategy Plan
- Fire Safety Technical Note
- Water Tank Elevations

1.3. This second addendum should be read in conjunction with the previous CAWS submission referenced above.

2. Risk Management Plan

2.1. The superseded Risk Management Plan is a generic document, and is not specific to Brockleaze. The plan should therefore be afforded little weight in the assessment of the application.

2.2. It is noted that the developer confirms that there is no specific legislation regarding the design and safety of BESS facilities. Their stance supports para 5.3.1 of CAWS 22 August 2025 submission, which states that BESS systems are largely unregulated.

2.3. CAWS is disappointed that, despite its previous submission, the developer continues to reference only the BESS fire at Liverpool in 2020, and to disregard the more recent fires at Tilbury (February 2025), Rothienorman (February 2025) and Cirencester (March 2025). Omission of these more recent safety events in the Risk Management Plan undermines the developer's position that the fire safety of BESS equipment is improving. The Risk Management Plan fails to consider any lessons that they might take from these more recent events that might help them mitigate some of the risks of their projects, including the one at Brockleaze.

2.4. The plan only recognises "nearby" risks to the public. This assessment is inappropriate, given the wider risk to the public from toxic clouds and contaminated firewater runoff. CAWS notes that, whilst the developer makes reference to a plume analysis discussion with DWFRS, a detailed analysis has not been included in the superseded documents. CAWS continues to assert that the developer's calculations for firewater and firewater runoff are insufficient (see below).

2.5. CAWS notes the site selection criteria in the Risk Management Plan, and draws attention to various comments submitted by it and others regarding the proximity of a school, care home, housing, natural habitats, water courses, ground water, and pylons etc. CAWS therefore submits that the site fails the developer's own selection criteria.

2.6. CAWS remains concerned about the developer's approach to NFCC Guidance, and the superseded document offers little comfort with regard to the points raised in its NFCC Compliance Matrix; particularly those points covering site-access, container-spacing, water requirements and firewater runoff risks.

3. Preliminary Site Layout

3.1. The only change to the original plan seems to be the inclusion of two small water tanks (1.75m x 7.45m, holding only about 75,000 litres). It is noted that these are located to the northeast and southeast of the site and that, if there were to be an incident, the locations would be impacted by risks associated with the prevailing wind and access.

4. Fire Strategy Plan

4.1. This superseded document fails to address comments made regarding the original plan. The inclusion of two new water tanks is noted, but the size of these tanks (75,000 litres, each) is not discussed in the plan and Ref 2 in the table only references fire hydrants. The utility of these tanks cannot therefore be determined from the Fire Strategy Plan.

5. BESS Fire Safety Technical Note

5.1. The developer's assertion that the BESSs store electricity from renewable sources is highly misleading in this case. The developer has already recognised that it cannot select renewable energy to charge the BESS, and that renewable energy forms no part of their plan. Para 4.2.4 of the CAWS submission dated 22 August 2025 refers.

5.2. As the developer has chosen to reference the EPRI database, it seems reasonable that the recent fires cited at para 2.3 above should be included in the Risk Management Plan.

5.3. The developer states that "Given the boundary cooling approach to handling a fire escalation, whereby no water is sprayed onto a burning unit, contaminated firewater runoff is not anticipated". CAWS is extremely concerned by this statement as cooling water will likely pass through the toxic plume and, depending on wind direction etc, will likely spray burning containers. Hydrogen Fluoride is extremely dangerous; it will cause critical injury on contact with exposed skin and could be lethal if breathed in, even momentarily. Exposure may not cause immediate pain, but serious damage can occur hours later. It is considered to be one of the most dangerous chemicals that we use in our industries..

5.4. The developer's statement that they provide two static Water Tanks with a capacity of 120,000 litres each is misleading. Based on the developer's Water Tank Elevation drawing, the tanks would appear to have a capacity of about 75,000 litres each ($1.75 \times 7.45^2 \times \pi / 4 = 76 \text{ m}^3$). If the developer intends to bury part of the tanks underground, with 1.75m showing above ground, that is not clearly set out in the submitted documentation, and would be of concern in any event, with the close proximity of underground mine workings and the SPZ2. Even if the tanks could be demonstrated to have a 120,000 litre capacity, we note that this is far below the quantity of water needed to control a fire as set out in the CAWS 22 August 2025 submission.

5.5. Comments regarding the generic risk management plan, plume analysis, firewater supply and runoff have already been set out in the CAWS submission dated 22 August 2025 and in this addendum (see above).

6. Summary

6.1. The only material change in the superseded documents is the inclusion of two water tanks, in the same location as, and replacing, two fire hydrants. With questions regarding the size and location of these tanks given the prevailing wind and access, these superseded documents make no material change to the conclusions reached in its previous submissions.

6.2. CAWS therefore continues to assert that the Brockleaze BESS application is unsafe, environmentally damaging, misleading in its claims, and premature. It lacks proper safety, transport, drainage and cumulative impact plans. Community consultation has been ineffective, and no local benefits are proposed. CAWS therefore urges Wiltshire Council to refuse the application.

Projects for National Grid Community Grant Programme in 2026 and community benefit from energy projects

- reinstatement of Right of Way MELW100 in Beanacre – through two houses built in the 1960s, so have to walk away from town to join RoW to walk route to town (agreed Highways 29th Sep 25) but requested by Beanacre resident 3 years ago
- purchase of new Speed Indicator Device to monitor the temporary 20mph limit on Westlands Lane (agreed Highways 29th Sep 25)
- improvements to St Barnabas community cricket facilities – this project definitely moving forward, for Corsham Cricket Club changing facilities, they are already in discussion with National Grid themselves
- Requested to Studley Solar Farm cable contractors and approved by Planning Committee recommendation (13th October 25)
 1. To put in pavement on Top Lane the south side of Top Lane from the Bus Stop near West Hill Lane to the entrance to footpath MELW74
 2. To put in parking spaces outside Whitley Methodist Church on grass verge
- other ideas?

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Cashbook 1

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Current Account & Instant Acc

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Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		102,607.50					102,607.50	
V4682-BACS	Banked: 01/09/2025	71.00						
V4682-BACS	Pilot FC	71.00			1210	210	71.00	Inv.508-1st Sept match
V4683-BACS	Banked: 01/09/2025	71.00						
V4683-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Inv.514-Match 31st Aug 25
V4684-BACS	Banked: 02/09/2025	71.00						
V4684-BACS	Bishops Cannings B	71.00			1210	210	71.00	Inv.516-21st Sept Match
V4685-BACS	Banked: 02/09/2025	284.00						
V4685-BACS	Bishops Cannings A	284.00			1210	210	284.00	Inv.515-Matches in September 2
V4686-BACS	Banked: 08/09/2025	71.00						
V4686-BACS	Pilot FC	71.00			1210	210	71.00	Inv.512- 6th Sept match
V4687-BACS	Banked: 08/09/2025	71.00						
V4687-BACS	Bath Road Wanderers	71.00			1210	210	71.00	Inv.514-7th September match
V4688-BACS	Banked: 09/09/2025	40.00						
V4688-BACS	Allotment Holder	40.00			1310	310	40.00	Allotment rent-Plot 7B Berryfi
V4689-BACS	Banked: 09/09/2025	40.00						
V4689-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 6a Berryfield
V4690-BACS	Banked: 09/09/2025	40.00						
V4690-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 1 Briansfield
V4691-BACS	Banked: 09/09/2025	40.00						
V4691-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 12 Briansfield
V4692-BACS	Banked: 10/09/2025	40.00						
V4692-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 29 Briansfield
V4693-BACS	Banked: 10/09/2025	40.00						
V4693-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 30 Briansfield
V4694-BACS	Banked: 11/09/2025	40.00						
V4694-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 8a Berryfield
V4695-BACS	Banked: 11/09/2025	48.00						
V4695-BACS	Herman Miller	48.00			1260	210	48.00	Inv.518-Hire of kitchen for ev
V4696-BACS	Banked: 15/09/2025	71.00						
V4696-BACS	Pilot FC	71.00			1210	210	71.00	Inv.512- Match 13th September
V4697-BACS	Banked: 15/09/2025	40.00						
V4697-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 13 Briansfield
V4698-BACS	Banked: 15/09/2025	600.50						
V4698-BACS	Future of Football	600.50			1210	210	600.50	Inv.513- September 25 usage
V4699-BACS	Banked: 17/09/2025	40.00						
V4699-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 18b Berryfield
V4700-BACS	Banked: 19/09/2025	40.00						

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Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4700-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 9B Berryfield
V4701-BACS	Banked: 22/09/2025	80.00						
V4701-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 2 Briansfield
V4702-BACS	Banked: 22/09/2025	40.00						
V4702-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 16a Berryfield
V4703-BACS	Banked: 22/09/2025	30.00						
V4703-BACS	Allotment Holder	30.00			1310	310	30.00	Rent for plot 1sm Berryfield
V4704-BACS	Banked: 22/09/2025	40.00						
V4704-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 18a Berryfield
V4705-BACS	Banked: 22/09/2025	6.54						
V4705-BACS	BASRAG	6.54			1130	110	6.54	Inv.521-Flyer photocopying
V4706-BACS	Banked: 23/09/2025	10.00						
V4706-BACS	Shaw Village Hall	10.00			1120	110	10.00	Inv.520- Annual rent
V4707-BACS	Banked: 23/09/2025	40.00						
V4707-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 17b Berryfield
V4708-BACS	Banked: 25/09/2025	142,567.50						
V4708-BACS	Wiltshire Council	142,567.50			1076	110	142,567.50	Parish precept 25/26 2of2
V4709-BACS	Banked: 25/09/2025	80.00						
V4709-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 26 Briansfield
V4710-BACS	Banked: 26/09/2025	40.00						
V4710-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 8B Berryfield
V4711-BACS	Banked: 26/09/2025	40.00						
V4711-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 16 Briansfield
V4712-BACS	Banked: 26/09/2025	80.00						
V4712-BACS	Allotment Holder	80.00			1310	310	80.00	Rent for plot 14a Berryfield
V4713-BACS	Banked: 26/09/2025	40.00						
V4713-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 9 Briansfield
V4714-BACS	Banked: 29/09/2025	80.00						
V4714-BACS	Allotment Holder	80.00			1310	310	80.00	Rent for plot 7a Berryfield
V4715-BACS	Banked: 29/09/2025	40.00						
V4715-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 4b Berryfield
V4716-BACS	Banked: 29/09/2025	80.00						
V4716-BACS	Allotment Holder	80.00			1310	310	80.00	Rent for plot 12a Berryfield
V4717-BACS	Banked: 29/09/2025	80.00						
V4717-BACS	Allotment Holder	80.00			1310	310	40.00	Rent for plot 15a Berryfield
					1310	310	40.00	Rent for plot 15b Berryfield
V4718-BACS	Banked: 29/09/2025	40.00						

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Receipts for Month 6

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>
V4718-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 17 Briansfield
V4719-BACS	Banked: 29/09/2025	80.00						
V4719-BACS	Allotment Holder	80.00			1320	310	80.00	For plot 21 on Briansfield
V4720-BACS	Banked: 29/09/2025	142.00						
V4720-BACS	Bishops Cannings A	142.00			1210	210	142.00	Inv.523- Oct 25 Matches
V4721-BACS	Banked: 29/09/2025	142.00						
V4721-BACS	Bishops Cannings B	142.00			1210	210	71.00	Inv.524-12th October match
					1210	210	71.00	Inv.524-26th October match
V4722-BACS	Banked: 29/09/2025	71.00						
V4722-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Inv.514-28th September match
V4723-BACS	Banked: 30/09/2025	80.00						
V4723-BACS	Allotment Holder	80.00			1320	310	40.00	Rent for plot 10 Briansfield
					1320	310	40.00	Rent for plot 11 Briansfield
V4724-BACS	Banked: 30/09/2025	40.00						
V4724	Allotment Holder	40.00			1320	310	40.00	Rent for plot 20 Briansfield
V4725-BACS	Banked: 30/09/2025	40.00						
V4725-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 28 Briansfield
V4726-BACS	Banked: 30/09/2025	40.00						
V4726-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 3b Berryfield
V4727-BACS	Banked: 30/09/2025	40.00						
V4727-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 12b Berryfield
Total Receipts for Month		145,847.54	0.00	0.00			145,847.54	
Cashbook Totals		<u>248,455.04</u>	<u>0.00</u>	<u>0.00</u>			<u>248,455.04</u>	

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Current Account & Instant Acc

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Payments for Month 6

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>
02/09/2025	Lloyds Bank	V4676	9.50			4140	120	9.50	Service Charge
15/09/2025	Daisy (One bill)	V4677-DD	63.85		10.64	4190	120	53.21	Inv.145-Office line & WiFi
15/09/2025	Daisy (One bill)	V4678-DD	72.11		12.02	4384	220	60.09	Inv.146-Pavilion line & wifi
15/09/2025	EDF Energy	V4679-DD	75.10		3.58	4312	220	71.52	Inv.02-Pavilion gas
16/09/2025	Unity Bank	V4648-6241	97,000.00			220		97,000.00	Transfer from Lloyds to Unity
23/09/2025	EDF Energy	V4680-DD	15.50		0.74	4312	220	14.76	Inv.03-Pavilion Gas
29/09/2025	Lamplight	V4681-DD	57.00		9.50	4686	170	47.50	Inv.320-MCS Database
30/09/2025	Lloyds Bank	V4728	8.50			4140	120	8.50	Service Charge
Total Payments for Month			97,301.56	0.00	36.48			97,265.08	
Balance Carried Fwd			151,153.48						
Cashbook Totals			248,455.04	0.00	36.48			248,418.56	

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Cashbook 2

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Unity Bank

For Month No: 6

Receipts for Month 6

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 :		17,072.24					17,072.24	
V4733	Banked: 02/09/2025	2,203.52						
V4733	CCLA Investment Management Ltd	2,203.52			1080	110	2,203.52	Interest
Banked: 16/09/2025		97,000.00						
V4648-6241	Current Account & Instant Acc	97,000.00			200		97,000.00	Transfer from Lloyds to Unity
V4734	Banked: 30/09/2025	16.65						
V4734	Unity Trust Bank	16.65			1080	110	16.65	Bank Interst
V4734	Banked: 30/09/2025	-16.65						
V4734	Unity Trust Bank	-16.65			1080	110	-16.65	WRONG CB
Total Receipts for Month		99,203.52	0.00	0.00			99,203.52	
Cashbook Totals		<u>116,275.76</u>	<u>0.00</u>	<u>0.00</u>			<u>116,275.76</u>	

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Cashbook 2

User: MR

Unity Bank

For Month No: 6

Payments for Month 6

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>
01/09/2025	Grist Environmental	V4729-DD	121.70		20.28	4770	220	101.42	Inv.448-B'hill waste away
16/09/2025	Lloyds Bank PLC	V4675-DD	199.17		32.15	4175	120	72.45	Office 365 for Cllrs
						4120	120	3.30	Notices & Posters
						4686	170	10.09	Emergency support domain renew
						4175	120	-3.00	CREDIT-Office 365 basics
						4175	120	24.97	PDF Subscription
						4175	120	30.90	Office 365 for officers
						4175	120	6.33	Website domain
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	MCS Phone line
						4140	120	3.00	Monthly Fee
16/09/2025	EDF Energy	V4730-DD	129.50		6.17	4302	220	123.33	Inv.011-Pavilion electricity
26/09/2025	CCLA	V4649-TRAN	75,000.00			240		75,000.00	Transfer from Unity TO CCLA
26/09/2025	Agilico	V4650-BACS	51.31		8.55	4130	120	42.76	Inv.837-Office photocopying
26/09/2025	Whitley Reading Rooms	V4651-BACS	179.20			4560	142	179.20	CAWS CEG wifi and line
26/09/2025	Arien Signs LTD	V4652-BACS	73.80		12.30	4490	142	61.50	657-Replacement perspex Whitle
26/09/2025	PKF Littlejohn LLP	V4653-BACS	1,638.00		273.00	4100	120	1,365.00	Inv.907-External Audit 24/25
26/09/2025	Core Clean	V4654-BACS	750.00			4600	142	750.00	Inv.1053-Bus shelter cleaning
26/09/2025	JH Jones & Sons	V4655-BACS	144.00		24.00	4575	142	120.00	Inv.5443-Berryfield gate repai
26/09/2025	JH Jones & Sons	V4656-BACS	2,742.77		457.13	4402	320	72.94	Allotment grass cutting
						4402	320	21.88	BSF Hedge cut
						4400	142	417.42	Play Area grass cutting
						4780	142	149.86	Play Area bin emptying
						4400	142	21.84	Beanacre leaf clearance
						4400	142	42.03	Kestrel Shrub maintenance
						4400	142	25.00	Grass cut outside BYF Play Are
						4781	220	96.50	JSF bin emptying
						4405	220	50.67	JSF Hedge
						4409	142	198.08	Hornchurch POS
						4820	142	39.36	SHF Annual cut
						347	0	-39.36	SHF Annual cut
						6000	142	39.36	SHF Annual cut
						4401	220	1,150.06	JSF Pitch Maintenance
26/09/2025	JH Jones & Sons	V4657-BACS	408.00		68.00	4490	142	340.00	5450-Shaw Bench repair & paint
26/09/2025	JH Jones & Sons	V4658-BACS	463.20		77.20	4540	142	386.00	5436-SID Deployment to 1st Sep
26/09/2025	Melksham Town Council	V4659-BACS	2,000.00			4610	170	2,000.00	Christmas lights contribution

Continued on Page 269

Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/09/2025	Open Spaces Society	V4660-BACS	45.00			4650	170	45.00	Annual subscription
26/09/2025	Wilts & Berks Canal Trust	V4661-BACS	25.00			4650	170	25.00	Annual Membership
26/09/2025	Wiltshire Council	V4662-BACS	3,343.25			4270	140	3,343.25	489-Office rent-1.10-31/12/25
26/09/2025	TDP Ltd	V4663-BACS	483.80		80.63	4590	142	403.17	832-Replacement bench-the Spa
26/09/2025	Berryfield Village Hall Trust	V4664-BACS	3,800.00			4620	170	3,800.00	Transfer of public art mainten
						357	0	-3,800.00	Transfer of public art mainten
						6000	170	3,800.00	Transfer of public art mainten
26/09/2025	Wiltshire Council	V4665-BACS	39.00			4060	130	39.00	Inv.903-DBS Check parish offic
26/09/2025	HM Revenue & Customs	V4666-BACS	2,879.49			4041	130	1,206.62	Period 6- September 2025
						4000	130	523.20	Period 6- September 2025-T
						4000	130	230.70	Period 6- September 2025-NI
						4010	130	254.20	Period 6- September 2025-T
						4010	130	113.09	Period 6- September 2025-NI
						4010	130	8.00	Period 6- September 2025
						4020	130	219.80	Period 6- September 2025-T
						4020	130	98.48	Period 6- September 2025-NI
						4460	142	208.00	Period 6- September 2025-T
						4800	320	17.40	Period 6- September 2025-T
26/09/2025	Wiltshire Pension Fund	V4667-BACS	2,250.78			4045	130	1,708.46	Period 6-September 2025
						4000	130	267.36	Period 6-September 2025
						4010	130	142.78	Period 6-September 2025
						4020	130	132.18	Period 6-September 2025
26/09/2025	Teresa Strange	V4668-BACS		Total Salaries September 2025	7.98	4000	130		September 2025 Salary
						4150	120	38.72	Storage items for office
						4370	120	1.16	Cleaning Cloth for office
26/09/2025	Marianne Rossi	V4669-BACS		£7,537.05	1.83	4010	130		September 2025 Salary
						4370	120	9.15	Bin bags for office
						4250	120	14.00	Land search-For highways meeti
26/09/2025	Fiona Dey	V4670-BACS				4020	130		September Salary
26/09/2025	Terry Cole	V4671-BACS				4460	142		September 2025 Salary
						4050	142	47.50	Travel Allowance
						4051	142	88.65	Mileage x197 miles
26/09/2025	David Cole	V4672-BACS				4800	320		September 2025 Salary
26/09/2025	JH Jones & Sons	V4673-BACS	5,724.40		954.07	4740	220	1,682.00	Inv.5398-Pitch fertilizing
						355	0	-1,682.00	Inv.5398-Pitch fertilizing

Continued on Page 270

Payments for Month 6				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>
						6000	220	1,682.00	Inv.5398-Pitch fertilizing
						4740	220	778.33	Inv.5398-Deep Slitting
						355	0	-778.33	Inv.5398-Deep Slitting
						6000	220	778.33	Inv.5398-Deep Slitting
						4740	220	2,085.00	Inv.5398-Verti Drain pitches
						355	0	-2,085.00	Inv.5398-Verti Drain pitches
						6000	220	2,085.00	Inv.5398-Verti Drain pitches
						4740	220	225.00	Inv.5398-Surface grooming
						355	0	-225.00	Inv.5398-Surface grooming
						6000	220	225.00	Inv.5398-Surface grooming
26/09/2025	Jens Cleaning	V4674-BACS	462.00			4381	220	462.00	Inv.1090-Changing room cleanin
30/09/2025	Unity Trust Bank	V4731	0.90			4140	120	0.90	Manual handling charge
30/09/2025	Unity Trust Bank	V4732	10.50			4140	120	10.50	Bank Charges
Total Payments for Month			110,710.81	0.00	2,023.29			108,687.52	
Balance Carried Fwd			5,564.95						
Cashbook Totals			116,275.76	0.00	2,023.29			114,252.47	

Receipts for Month 6			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 6				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 6				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 :		2,936.18					2,936.18	
V4734	Banked: 30/09/2025	16.65						
V4734	Unity Trust Bank	16.65			1080	110	16.65	Interest
Total Receipts for Month		16.65	0.00	0.00			16.65	
Cashbook Totals		2,952.83	0.00	0.00			2,952.83	

Payments for Month 6				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		2,952.83						
	Cashbook Totals		2,952.83	0.00	0.00			2,952.83	

Receipts for Month 6					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 :		622,000.00					622,000.00	
Banked: 26/09/2025		75,000.00						
V4649-TRAN	Unity Bank	75,000.00			220		75,000.00	Transfer from Unity TO CCLA
Total Receipts for Month		75,000.00	0.00	0.00			75,000.00	
Cashbook Totals		697,000.00	0.00	0.00			697,000.00	

Payments for Month 6				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			697,000.00						
Cashbook Totals			697,000.00	0.00	0.00			697,000.00	

Quarterly income and expenditure report analysis for Qtr2

July, August & September 2025

Income:

1. **(1076) Precept-** All precept for this financial year has now been received. You will see the income from the second half of the precept in the September accounts.
2. **(1080) Bank Interest-** It's obviously always difficult to budget how much interest we might receive on our funds, as it depends on the interest rate and how much money we deposit in the CCLA account, etc. We don't want to overbudget what we might receive, so we are always cautious on this line item at budget setting. You will see that we have received 87% of the budgeted interest for this financial year with only half of the year gone.
3. **(1210) Football bookings-** We have received slightly more income from football bookings than expected at this stage of the financial year. We have had a lot of evening training sessions over the spring/summer, which has increased the income. As we draw into late autumn, the footballers will go inside, so there will not be any more income for evening sessions until March time. The new football season started again in August, so we will be receiving more income from match bookings. I expect that we will receive more football booking income than anticipated, but we always take the cautious approach when estimating this income. It's difficult to know how many adult teams we will get for a football season and how many matches will be cancelled, etc.
4. **(1260) Hire lounge/ kitchen-** This is slightly lower; however, most of the income for this hire is from FOF FC opening the kitchen on match days. The youth season only began in September, which is why it is lower at this point of the year; however, we should be on track by year end.

Expenditure:

1. **(4070) Chairs allowance-** This is lower than anticipated at this stage of the year, which is because the Chair has asked for this not to be paid to him, and instead he will claim expenses where appropriate.
2. **(4110) Elections-** There is a minus under this code, which was for the uncontested Bowerhill election in the last financial year, which we still haven't been invoiced for.
3. **(4120) Postage-** We only really send out the notices and posters for the noticeboards, and we sent most allotment rent renewal letters by email this year, so the cost of postage has reduced.

4. **(4160) Minute book binding-** Although there is no spend to date for book binding, the minutes have been dropped off at the book binders so there will be a bill coming soon for this.
5. **(4175) Email & Cloud hosting-** We have spent slightly more than budgeted for this year. The officer's office 365 monthly fee has increased because the accounts have been upgraded to business standard. Plus, we have taken out a subscription for Adobe Pro, which helps redact PDF documents, etc
6. **(4190) Phone, broadband & Line rent-** We are slightly over budget for this time of year. We are currently out of contract for our office wifi and as such are on a variable plan currently. This is something that needs to be looked at to see whether we can get a cheaper deal.
7. **(4230) Advertising-** Spend under this heading is higher than anticipated for this stage of the year, but the only spending to date was for the co-option advert. There will be more spending to come for the grant adverts and potentially the annual parish meeting, depending on when it is being held.
8. **(4390) Professional Services-** There is a minus under this code which is due to an accrual which was made at year end. This was for the Berryfield Village Hall and Whitworth Play Area legal fees, which still haven't been invoiced.
9. **(4049) Defibrillator-** All spend so far under this heading is the annual support fee for the parish defibrillators, so even though the spend at this point in the year looks high, most of the expenditure for the financial year has been made.
10. **(4281) Parish Insurance-** This is for the parish annual insurance; the Bowerhill Sports Field insurance is under the sports field cost centre. This heading also includes cyber insurance and the Berryfield Village Hall element, which is charged back to the Trust. The only other expenditure that will come out of this heading is if, during the year, the council purchases a new asset that needs to be insured.
11. **(4500) Weedspraying-** You only budgeted to undertake one application of weed spraying during the financial year, which was done in June. This is coming from solar farm funding, so should you wish to do another application during the year, it could come from this funding.
12. **(4780) Play Area bin emptying-** All spend under this heading is to the current agreed contract. You will see that we are over budget for this point of the year, and we will be over budget at year end. The parish council had to go out to tender for the grass cutting contract, and at the time of budget setting, it was not known what the awarded tender amount would be, so this had to be estimated. At the time of approving the tender, the council was aware that the amount was more than what had been budgeted. Some of the budgeted cost for the replacement wooden equipment inside of Beanacre Play Area project

had been budgeted to come from precept, so it was agreed that some of this would be taken from solar farm funding, leaving funds available to cover the uplift on the grass cutting and bin emptying contract.

- 13. (4610, 4620 & 4630) Grants-** As per the recommendations at year end, the spend for the 25/26 financial year grants are included in the accounts for 24/25 due to when the expenditure was made. There is some spend under S137, which was for the VE Day event, and the spending under village hall grants is the grant paid to Shaw Village Hall in April. (They asked to be paid by BACS rather than CHQ.)
- 14. (4650) Subscriptions-** A lot of subscriptions are invoiced at the start of the financial year, which is why a lot of the budget has been spent.
- 15. (4675) Real Time Information-** We still haven't been invoiced for the installation at Mitchell Drive yet, which is why there is a minus in this code.
- 16. (4680) Neighbourhood Plan-** Although it looks like the parish council is overbudget for the NHP, this takes into account all of the expenditure, not just the MWPC share. MTC are charged 70% of any expenditure that MWPC have incurred for the NHP and have been invoiced. We are unable to net off any reimbursement against the expenditure cost code, so this will be shown under 1480-NHP income once received.
- 17. (4282) Sports field insurance-** This is for the Bowerhill Sports Pavilion building insurance. It is not expected that we will have any other expenditures under this heading this year.
- 18. (4312) Gas-** We have now settled the SSE gas bill and are now with our new provider. There is still a minus in the cost code, which was an accrual undertaken at year end because we had to estimate the expenditure for the last financial year's gas. The final bill was less than estimated.
- 19. (4384) Wi-Fi & Line-** This is a little bit higher than budgeted, which is because we are currently out of contract and on a variable rate.
- 20. (4721) Repairs and maintenance-** This is over budget, but this is because the paint from the pavilion doors was stripped off following issues with the paint coming off, which will come from the maintenance reserve.
- 21. (4791) Boiler service- Pavilion-** The service for the boiler is something that we do annually, which has already been undertaken this year, so we are not expecting any more expenditure under this heading in this financial year.

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	General Account Income								
1.	1076 Precept	261,592	285,135	285,135	0			100.0%	
2.	1080 Bank Interest Received	21,198	13,048	15,000	1,952			87.0%	
	1100 Grants and Donations RCVD	1,500	0	18,079	18,079			0.0%	
	1120 Shaw VH and Playing Field-Rent	20	10	20	10			50.0%	
	1130 Photocopying and YE Account Sa	61	13	50	37			26.2%	
	1140 Solar Farm Community Fund	18,021	0	18,021	18,021			0.0%	
	General Account Income :- Income	302,393	298,206	336,305	38,099			88.7%	0
	Net Income	302,393	298,206	336,305	38,099				
6001	less Transfer to EMR	18,021	0	0	0				
	Movement to/(from) Gen Reserve	284,372	298,206	336,305	38,099				
120	Administration costs								
1.	4070 Chairs Allowance	930	137	1,000	863		863	13.7%	
	4080 Members Training	90	70	500	430		430	14.0%	
	4090 Members Expenses	0	0	80	80		80	0.0%	
	4100 Audit Fees	1,420	0	1,950	1,950		1,950	0.0%	
2.	4110 Elections	0	(767)	12,000	12,767		12,767	(6.4%)	
3.	4120 Postage	669	223	900	677		677	24.8%	
	4130 Photocopying	652	317	650	333		333	48.8%	
	4140 Bank Charges	192	162	300	138		138	53.9%	
	4150 Admin and Stationery	761	214	825	611		611	26.0%	
	4155 Refreshments Comm Events	296	53	350	297		297	15.2%	
4.	4160 Minute Books Binding	0	0	1,200	1,200		1,200	0.0%	
5.	4175 Email & Cloud hosting	1,398	811	1,350	539		539	60.1%	
	4180 IT Support	175	0	450	450		450	0.0%	
	4185 Accountancy Support	1,242	379	1,260	881		881	30.1%	
6.	4190 Telephone/Broadband/Line Rent	1,069	563	990	427		427	56.8%	
	4200 Room Hire/Zoom	469	78	400	322		322	19.5%	
	4210 Safety/PAT Check	87	0	100	100		100	0.0%	
	4220 Chairman's Brd/Chain of Office	0	0	300	300		300	0.0%	
7.	4230 Advertising	681	130	250	120		120	52.1%	
	4240 Quarterly Newsletter	1,364	530	2,160	1,630		1,630	24.5%	
	4250 Land Search Fee	47	28	300	272		272	9.3%	
	4351 New Equip & Furniture	0	360	1,200	840		840	30.0%	
	4370 Cleaning Materials	61	27	50	23		23	54.8%	
8.	4390 Professional Services	4,448	(3,250)	2,000	5,250		5,250	(162.5%)	
	4391 GDPR Compliance	35	0	35	35		35	0.0%	
	Administration costs :- Indirect Expenditure	16,085	65	30,600	30,535	0	30,535	0.2%	0
	Net Expenditure	(16,085)	(65)	(30,600)	(30,535)				
6000	plus Transfer from EMR	4,448	0	0	0				
6001	less Transfer to EMR	3,000	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(14,638)	(65)	(30,600)	(30,535)				
130 Staffing								
4000 Clerk's Salary							48.9%	
4010 Finance & Amenities Officer Sa							49.4%	
4020 Parish Officer Salary							41.9%	
4041 NI - EmployER	10,123	7,275	15,466	8,191		8,191	47.0%	
4045 Superannuation - EmployER	18,373	10,298	21,782	11,484		11,484	47.3%	
4048 Office Staff Mileage & Parking	0	0	50	50		50	0.0%	
4055 Staff Training	225	30	1,400	1,370		1,370	2.1%	
4060 Staff DBS	0	39	120	81		81	32.5%	
4065 HR & Staff Provision	525	0	0	0		0	0.0%	
Staffing :- Indirect Expenditure	122,507	69,914	149,388	79,474	0	79,474	46.8%	0
Net Expenditure	(122,507)	(69,914)	(149,388)	(79,474)				
6001 less Transfer to EMR	10,000	0	0	0				
Movement to/(from) Gen Reserve	(132,507)	(69,914)	(149,388)	(79,474)				
140 Council Office Costs								
4270 Office Rent - Campus	12,039	9,696	13,040	3,344		3,344	74.4%	
Council Office Costs :- Indirect Expenditure	12,039	9,696	13,040	3,344	0	3,344	74.4%	0
Net Expenditure	(12,039)	(9,696)	(13,040)	(3,344)				
142 Parish Amenities								
1470 Berryfield Village Hall Reimbu	394	335	800	465			41.9%	
1490 Memorial Street Furniture	942	0	0	0			0.0%	
Parish Amenities :- Income	1,337	335	800	465			41.9%	0
9. 4049 Defibrillator	3,724	975	1,530	555		555	63.7%	
4050 Caretaker Travel Allowance	570	285	570	285		285	50.0%	
4051 Caretaker Mileage & Parking	561	301	675	374		374	44.5%	
10. 4281 Insurance	4,296	4,159	4,350	191		191	95.6%	
4385 Play Area Safety Surface Clean	8,575	0	5,000	5,000		5,000	0.0%	
4400 Play Area - Grass Cutting	5,736	2,531	5,937	3,406		3,406	42.6%	
4409 Hornchurch Road Public Open Sp	2,264	990	2,344	1,354		1,354	42.3%	
4410 ROSPA Inspections	796	0	850	850		850	0.0%	
4415 Tree Inspections and Work	0	0	2,500	2,500		2,500	0.0%	
4420 St Barnabas Annual Rent	24	0	24	24		24	0.0%	
4460 Caretaker Salary							47.5%	
4490 Repair & Maintenance - Parish	80	1,242	0	(1,242)		(1,242)	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
11.	4500 Weedspraying	1,619	1,755	1,700	(55)		(55)	103.2%	
	4510 LHFIG Contributions	3,205	(147)	1,000	1,147		1,147	(14.7%)	
	4540 Speed Indicator Device	4,762	2,123	5,200	3,077		3,077	40.8%	
	4545 New Bus Shelter	0	0	5,000	5,000		5,000	0.0%	
	4560 Shaw & Whitley Flood Resource	518	257	600	343		343	42.9%	
	4575 Play Areas	39,775	437	45,100	44,663		44,663	1.0%	
	4576 Drinking Water Fountains	840	0	0	0		0	0.0%	
	4590 Street Furniture	1,885	403	1,000	597		597	40.3%	
	4600 Bus Shelters Cleaning	650	100	940	840		840	10.6%	
12.	4780 Play Area - Bin Emptying	2,254	749	1,014	265		265	73.9%	
	4785 Replacing Wiltshire Council bi	0	0	1,500	1,500		1,500	0.0%	
	4820 Shurnhold Fields Project	1,831	595	1,750	1,155		1,155	34.0%	595
	Parish Amenities :- Indirect Expenditure	95,501	22,710	101,124	78,414	0	78,414	22.5%	595
	Net Income over Expenditure	(94,165)	(22,375)	(100,324)	(77,949)				
6000	plus Transfer from EMR	56,738	595	0	(595)				
6001	less Transfer to EMR	3,800	0	0	0				
	Movement to/(from) Gen Reserve	(41,227)	(21,780)	(100,324)	(78,544)				
	<u>170 Community Support</u>								
	1480 Neighbourhood Plan Income	13,405	0	1,400	1,400			0.0%	
	1485 Grants	0	300	0	(300)			0.0%	
	Community Support :- Income	13,405	300	1,400	1,100			21.4%	0
13.	4610 Section 137 Grant	37,625	2,500	20,000	17,500		17,500	12.5%	
	4620 Village Hall Grants	25,750	13,050	22,000	8,950		8,950	59.3%	3,800
	4630 Other Grants (TIC - Section 14	6,200	0	700	700		700	0.0%	
14.	4650 Subscriptions	1,397	1,897	2,000	103		103	94.9%	
	4670 Melks Public Toilets Contrib	5,000	0	5,000	5,000		5,000	0.0%	
15.	4675 Real Time Information- Bus She	0	(2,868)	63,684	66,552		66,552	(4.5%)	
16.	4680 Neighbourhood Plan	21,718	3,132	2,248	(884)		(884)	139.3%	
	4685 Melksham Community Support	12,000	6,180	12,300	6,120		6,120	50.2%	
	4686 Melksham Emergency Support	933	331	900	569		569	36.8%	
	Community Support :- Indirect Expenditure	110,623	24,222	128,832	104,610	0	104,610	18.8%	3,800
	Net Income over Expenditure	(97,219)	(23,922)	(127,432)	(103,510)				
6000	plus Transfer from EMR	13,246	3,800	0	(3,800)				
	Movement to/(from) Gen Reserve	(83,972)	(20,122)	(127,432)	(107,310)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u>	<u>Jubilee Sports Field Income</u>								
3.	1210 Football Bookings	10,875	6,653	10,465	3,812			63.6%	
4.	1260 Hire of Lounge/Kitchen Area un	93	335	920	585			36.4%	
	1270 Pavilion & Field Grants	14,452	0	16,552	16,552			0.0%	
	Jubilee Sports Field Income :- Income	<u>25,419</u>	<u>6,988</u>	<u>27,937</u>	<u>20,949</u>			<u>25.0%</u>	<u>0</u>
	Net Income	<u>25,419</u>	<u>6,988</u>	<u>27,937</u>	<u>20,949</u>				
6001	less Transfer to EMR	14,452	0	0	0				
	Movement to/(from) Gen Reserve	<u>10,967</u>	<u>6,988</u>	<u>27,937</u>	<u>20,949</u>				
<u>220</u>	<u>Jubilee Sports Field Expenditu</u>								
	4212 Safety/PAT Check - % JSF Use	6,190	2,080	4,000	1,920		1,920	52.0%	
17.	4282 Insurance - % JSF Use	603	508	603	95		95	84.2%	
	4302 Electricity - % JSF Use	1,673	621	2,000	1,379		1,379	31.0%	
18.	4312 Gas - % JSF Use	2,200	(564)	2,200	2,764		2,764	(25.6%)	
	4322 Water and Sewage - % JSF Use	508	210	550	340		340	38.1%	
	4381 Cleaning Contractor - % JSF Us	2,158	934	3,100	2,166		2,166	30.1%	
19.	4384 WiFi & Line- Pavilion	493	361	500	139		139	72.1%	
	4401 JSF Grass Cutting/Line Marking	10,282	5,750	10,642	4,892		4,892	54.0%	
	4405 JSF Hedge Maintenance	593	253	614	361		361	41.3%	
	4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
	4710 Line Marking extra to Cntrct	0	528	0	(528)		(528)	0.0%	
20.	4721 Repairs & Maintennce - JSF	1,128	2,023	1,000	(1,023)		(1,023)	202.3%	
	4740 Pitch & Pavilion Improvements	4,371	8,051	21,052	13,001		13,001	38.2%	8,051
	4750 Deep Clean	350	0	375	375		375	0.0%	
	4770 Waste Collection - %JSF Use	1,104	351	1,100	749		749	31.9%	
	4772 Cold Water Pump Service	0	0	450	450		450	0.0%	
	4781 JSF Bin Emptying	1,103	483	1,142	660		660	42.3%	
21.	4791 Boiler Servicing - % JSF Use	400	400	450	50		50	88.9%	
	Jubilee Sports Field Expenditu :- Indirect Expenditure	<u>33,156</u>	<u>21,988</u>	<u>50,613</u>	<u>28,625</u>	<u>0</u>	<u>28,625</u>	<u>43.4%</u>	<u>8,051</u>
	Net Expenditure	<u>(33,156)</u>	<u>(21,988)</u>	<u>(50,613)</u>	<u>(28,625)</u>				
6000	plus Transfer from EMR	5,846	8,051	0	(8,051)				
	Movement to/(from) Gen Reserve	<u>(27,310)</u>	<u>(13,938)</u>	<u>(50,613)</u>	<u>(36,675)</u>				
<u>310</u>	<u>Allotment Income</u>								
	1310 Berryfield Allotment Rents - C	1,591	2,501	1,670	(831)			149.8%	
	1320 Briansfield Allotment Rent - C	1,508	2,228	1,640	(588)			135.8%	
	Allotment Income :- Income	<u>3,099</u>	<u>4,729</u>	<u>3,310</u>	<u>(1,419)</u>			<u>142.9%</u>	<u>0</u>
	Net Income	<u>3,099</u>	<u>4,729</u>	<u>3,310</u>	<u>(1,419)</u>				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 Allotment Expenditure								
4323 Water - Allotments	228	339	550	211		211	61.7%	
4402 Allotment Grass Cutting	1,084	474	864	390		390	54.9%	
4722 Repairs & Maintenance - Allotm	510	0	100	100		100	0.0%	
4800 Allotment Warden Salary							62.9%	
Allotment Expenditure :- Indirect Expenditure	2,559	1,254	2,214	960	0	960	56.6%	0
Net Expenditure	(2,559)	(1,254)	(2,214)	(960)				
350 CIL								
1420 Community Infrastructure Levy	101,963	96,048	96,048	(0)			100.0%	
CIL :- Income	101,963	96,048	96,048	(0)			100.0%	0
Net Income	101,963	96,048	96,048	(0)				
6001 less Transfer to EMR	101,963	0	0	0				
Movement to/(from) Gen Reserve	0	96,048	96,048	0				
400 S106								
1170 Wiltshire Council Contribution	64,764	0	11,800	11,800			0.0%	
1175 David Wilson Homes Contributio	0	0	20,000	20,000			0.0%	
S106 :- Income	64,764	0	31,800	31,800			0.0%	0
Net Income	64,764	0	31,800	31,800				
6001 less Transfer to EMR	64,764	0	0	0				
Movement to/(from) Gen Reserve	0	0	31,800	31,800				
Grand Totals:- Income	512,379	406,606	497,600	90,994			81.7%	
Expenditure	392,471	149,849	475,811	325,962	0	325,962	31.5%	
Net Income over Expenditure	119,908	256,757	21,789	(234,968)				
plus Transfer from EMR	80,277	12,445	0	(12,445)				
less Transfer to EMR	216,000	0	0	0				
Movement to/(from) Gen Reserve	(15,815)	269,203	21,789	(247,414)				

Total Staff Salaries

Actual Last Year

Actual Year to date

Budgeted

£105,534

£58,667

£123,974

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Current Account & Instant Acc

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	30/09/2025		151,153.48
			<u>151,153.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			151,153.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			151,153.48
		Balance per Cash Book is :-	151,153.48
		Difference is :-	0.00

Councillor 1:

Name Signed Date

Councillor 2:

Name Signed Date

Clerk & RFO:

Name Signed Date



LLOYDS

02 October 2025

Page 1 of 3

Melksham Without Parish Council
First Floor Melksham Community Campus
Market Place
Melksham
United Kingdom
SN12 6ES

Your Account

Sort Code 30-98-75
Account Number 02027655

BUSINESS ACCOUNT

01 September 2025 to 30 September 2025

Money In	£145,847.54	Balance on 01 September 2025	£102,678.50
Money Out	£97,301.56	Balance on 30 September 2025	£151,153.48

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 25	██████████508-MR010825 126532737311138001 401262	FPI -04682	71.00 ✓		102,678.50
01 Sep 25	BATH ROAD WANDERER BRW 31 AUG 200000001617860190	FPI -04683	71.00 ✓		102,749.50
02 Sep 25	BISHOPS CANNINGS Y BCFC 516-MR010925	FPI -04684	71.00 ✓		102,820.50
02 Sep 25	BISHOPS CANNINGS Y BCFC 515-MR010925	FPI -04685	284.00 ✓		103,104.50
02 Sep 25	SERVICE CHARGES REF : 464118499	PAY -04676		9.50 ✓	103,095.00
08 Sep 25	██████████512-MR270825 371947700391609001 401262	FPI -04686	71.00 ✓		103,166.00
08 Sep 25	BATH ROAD WANDERER BRW 07 SEPT 400000001630758999	FPI -04687	71.00 ✓		103,237.00
09 Sep 25	██████████BYF 7B 96137325901926072 070116	FPI -04688	40.00 ✓		103,277.00
09 Sep 25	██████████BYF 6A 65156325336286736 070116	FPI -04689	40.00 ✓		103,317.00
09 Sep 25	██████████PLOT 1 BSF 872717617031909001 401227	FPI -04690	40.00 ✓		103,357.00
09 Sep 25	██████████PLOT 12 BSF 00156378632BBNTMMQ	FPI -04691	40.00 ✓		103,397.00
10 Sep 25	██████████PLOT 29 BSF 84358375672858945	FPI -04692	40.00 ✓		103,437.00
10 Sep 25	██████████BSF 30 300000001630663664 111320	FPI -04693	40.00 ✓		103,477.00
11 Sep 25	██████████BABYF 71333193744676313 070246	FPI -04694	40.00 ✓		103,517.00
11 Sep 25	F/FLOW HERMAN MILL 518MR090925	TFR -04695	48.00 ✓		103,565.00
15 Sep 25	██████████512-MR270825 132675433201419001 401262	FPI -04696	71.00 ✓		103,636.00

(Continued on next page)

BUSINESS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
15 Sep 25	DAISY 4736739 3282453	DD -04677		63.85 ✓	103,572.15
15 Sep 25	DAISY 4736742 3282454	DD -04678		72.11 ✓	103,500.04
15 Sep 25	EDF ENERGY A-7BBF9B70-001	DD -04679		75.10 ✓	103,424.94
15 Sep 25	██████████ BSF13 30285070031760244 070116	FPI -04697	40.00 ✓		103,464.94
15 Sep 25	FUTURE OF FOOTBALL INVMR270825	FPI -04698	600.50 ✓		104,065.44
16 Sep 25	006241	CHQ -04648		97,000.00 ✓	7,065.44
17 Sep 25	██████████ BYF PLOT 18B 400000001635898394 775005	FPI -04699	40.00 ✓		7,105.44
19 Sep 25	██████████ 9B BYF 215828022131919001 403213	FPI -04700	40.00 ✓		7,145.44
22 Sep 25	██████████ 2 BSF 600000001632793146 309199	FPI -04701	80.00 ✓		7,225.44
22 Sep 25	██████████ 16A BYF 08862587119891350 070806	FPI -04702	40.00 ✓		7,265.44
22 Sep 25	██████████ 1 SMALL BYF ALLOT 300000001636761020 309956	FPI -04703	30.00 ✓		7,295.44
22 Sep 25	██████████ 18A BYF ALLOTMENT	FPI -04704	40.00 ✓		7,335.44
22 Sep 25	██████████ BASRAG INV 521 RP4659984887737000	FPI -04705	6.54 ✓		7,341.98
23 Sep 25	EDF ENERGY A-7BBF9B70-001	DD -04680		15.50 ✓	7,326.48
23 Sep 25	SHAW VILLAGE HALL SVH INV520 600000001633658803	FPI -04706	10.00 ✓		7,336.48
23 Sep 25	██████████ 7B BYF LINCOLN 21133024572287000N	FPI -04707	40.00 ✓		7,376.48
25 Sep 25	WILTSHIRE COUNCIL 331609	BGC -04708	142,567.50 ✓		149,943.98
25 Sep 25	██████████ PLOT26BSF 942942757501529001 404784	FPI -04709	80.00 ✓		150,023.98
26 Sep 25	██████████ BYF 8B 100000001626623755 110787	FPI -04710	40.00 ✓		150,063.98
26 Sep 25	██████████ BSF 16 430055800011629001 403213	FPI -04711	40.00 ✓		150,103.98
26 Sep 25	██████████ 4A BYF 75118860641395731	FPI -04712	80.00 ✓		150,183.98
26 Sep 25	██████████ PLOT 9 BSF 39899198461090047 070116	FPI -04713	40.00 ✓		150,223.98

(Continued on next page)



LLOYDS

02 October 2025

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BUSINESS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
29 Sep 25	██████████ 40711301010367443 070116	FPI-04714	80.00 ✓		150,303.98
29 Sep 25	██████████ 4B BYF 11120741803759000N 560060	FPI-04715	40.00 ✓		150,343.98
29 Sep 25	██████████ BYF PLOT 12A 300000001640530421 301996	FPI-04716	80.00 ✓		150,423.98
29 Sep 25	██████████ 15A & 15B BYF 13955828218549558	FPI-04717	80.00 ✓		150,503.98
29 Sep 25	██████████ BSF17 FP25271048202545 070116	FPI-04718	40.00 ✓		150,543.98
29 Sep 25	GOCARDLESS LAMPLIGHTDB- 4WNJM2	DD-04681		57.00 ✓	150,486.98
29 Sep 25	██████████ BSF 21 00151998632BBHCLGB 090128	FPI-04719	80.00 ✓		150,566.98
29 Sep 25	BISHOPS CANNINGS Y BCFC 523-MR290925	FPI-04720	142.00 ✓		150,708.98
29 Sep 25	BISHOPS CANNINGS Y BCFC 524-MR290925	FPI-04721	142.00 ✓		150,850.98
29 Sep 25	BATH ROAD WANDERER BRW 28 SEPT 200000001633904979	FPI-04722	71.00 ✓		150,921.98
30 Sep 25	██████████ BSF10&11 FP25272049801146 070116	FPI-04723	80.00 ✓		151,001.98
30 Sep 25	██████████ PLOT20 BRIANSFIELD	FPI-04724	40.00 ✓		151,041.98
30 Sep 25	██████████ 28 BSF 22172438434425000N 522130	FPI-04725	40.00 ✓		151,081.98
30 Sep 25	SERVICE CHARGES REF : 466557764	PAY-04728		8.50 ✓	151,073.48
30 Sep 25	██████████ BYF 3B 300000001642100772 309199	FPI-04726	40.00 ✓		151,113.48
30 Sep 25	██████████ BYF 12 B 758794303212039001 400500	FPI-04727	40.00 ✓		151,153.48

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 5 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	30/09/2025		697,000.00
			<u>697,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			697,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			697,000.00
		Balance per Cash Book is :-	697,000.00
		Difference is :-	0.00

Councillor 1:

NameSignedDate

Councillor 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

Statement of Account

Mrs Teresa G Strange
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES

5 October 2025

Account name: **MELKSHAM WITHOUT PARISH COUNCIL**
Account number: **PS1007177-001**
Statement period: **31/08/2025 to 30/09/2025**

Account summary

Total valuation as at 30 September 2025	£697,000.00
Total valuation as at last statement at 31 August 2025	£622,000.00

Holdings as at 30 September 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	697,000.0000	£1.00	£697,000.00
			Total value
			£697,000.00

Transactions for the period from 31 August 2025 to 30 September 2025

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
26/09/2025	Deposit - 04649	75,000.0000	£1.0000	£75,000.00 ✓

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 2 - Unity Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	30/09/2025	144	5,564.95
			<u>5,564.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,564.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,564.95
		Balance per Cash Book is :-	5,564.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

our Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Teresa Strange
First Floor Melksham Community Campus
Market Place
MELKSHAM
Wilts
SN12 6ES

Date: 30/09/2025

Account Name: Melksham Without Parish
Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20371502

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

Contact Us



Call us: 0345 140 1000



Email us: us@unity.co.uk



Visit us: unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/08/2025		Balance brought forward	£0.00	£0.00	£17,072.24
01/09/2025	Direct Debit	Direct Debit (ST ENVIRONMENTAWM0) <i>04729</i>	£121.70 ✓	£0.00	£16,950.54
02/09/2025	Credit	CCLA Investment Management Limited <i>04733</i>	£0.00	£2,203.52 ✓	£19,154.06
16/09/2025	Direct Debit	Direct Debit (EDF ENERGY) <i>04730</i>	£129.50 ✓	£0.00	£19,024.56

Page number 1 of 4

Statement number 144

For Businesses.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.

Registered Office: Four Brindleyplace, Birmingham, B1 2JB

Calls may be monitored and recorded for training, quality and security purposes.

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AGENDA ITEM 090000 Bank Reconciliation Cashbook 2
For Good.

Unity Trust Bank Redacted

INVESTORS IN PEOPLE
We invest in people



Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
16/09/2025	Direct Debit	Direct Debit (LLOYDS CORP CARD) U4675	£199.17 ✓	£0.00	£18,825.39
16/09/2025	Credit	Credit 000048 U4648	£0.00	£97,000.00 ✓	£115,825.39
26/09/2025	Faster Payment Debit	B/P to: Jens Cleaning U4674	£462.00 ✓	£0.00	£115,363.39
26/09/2025	Faster Payment Debit	B/P to: JH Jones Sons U4673	£5,724.40 ✓	£0.00	£109,638.99
26/09/2025	Faster Payment Debit	B/P to: Agilico U4650	£51.31 ✓	£0.00	£109,587.68
26/09/2025	Faster Payment Debit	B/P to: Whitley Reading R U4651	£179.20 ✓	£0.00	£109,408.48
26/09/2025	Faster Payment Debit	B/P to: Arien Signs Ltd U4652	£73.80 ✓	£0.00	£109,334.68
26/09/2025	Faster Payment Debit	B/P to: PKF Littlejohn U4653	£1,638.00 ✓	£0.00	£107,696.68
26/09/2025	Faster Payment Debit	B/P to: Core Clean U4654	£750.00 ✓	£0.00	£106,946.68
26/09/2025	Faster Payment Debit	B/P to: JH Jones Sons U4655	£144.00 ✓	£0.00	£106,802.68
26/09/2025	Faster Payment Debit	B/P to: JH Jones Sons U4656	£2,742.77 ✓	£0.00	£104,059.91
26/09/2025	Faster Payment Debit	B/P to: JH Jones Sons U4657	£408.00 ✓	£0.00	£103,651.91
26/09/2025	Faster Payment Debit	B/P to: JH Jones Sons U4658	£463.20 ✓	£0.00	£103,188.71
26/09/2025	Transfer	B/P to: Melksham Town Coun U4659	£2,000.00 ✓	£0.00	£101,188.71
26/09/2025	Faster Payment Debit	B/P to: Open Spaces Societ U4660	£45.00 ✓	£0.00	£101,143.71
26/09/2025	Faster Payment Debit	B/P to: Wilts Berks Cana U4661	£25.00 ✓	£0.00	£101,118.71
26/09/2025	Faster Payment Debit	B/P to: Wiltshire Council U4662	£3,343.25 ✓	£0.00	£97,775.46
26/09/2025	Faster Payment Debit	B/P to: TDP U4663	£483.80 ✓	£0.00	£97,291.66
26/09/2025	Faster Payment Debit	B/P to: Berryfield Village U4664	£3,800.00 ✓	£0.00	£93,491.66
26/09/2025	Faster Payment Debit	B/P to: Wiltshire Council U4665	£39.00 ✓	£0.00	£93,452.66
26/09/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld U4666	£2,879.49 ✓	£0.00	£90,573.17
26/09/2025	Faster Payment Debit	B/P to: Wiltshire Pension U4667	£2,250.78 ✓	£0.00	£88,322.39
26/09/2025	Faster Payment Debit	B/P to: TERESA STRANGE U4668	████████ ✓	£0.00	████████
26/09/2025	Faster Payment Debit	B/P to: MARIANNE ROSSI U4669	████████ ✓	£0.00	████████

Page number 2 of 4

Statement number 144

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
26/09/2025	Faster Payment Debit	B/P to: TERRY COLE U4671	£0.00	✓	
26/09/2025	Faster Payment Debit	B/P to: DAVID COLE U4672	£0.00	✓	
26/09/2025	Faster Payment Debit	B/P to: CCLA Public Sector U4649	£75,000.00	✓	
26/09/2025	Faster Payment Debit	B/P to: Fiona Dey U4670	£0.00	✓	
30/09/2025	Fee	Manual Credit Handling Charge U4731	£0.90	✓	£5,575.45
30/09/2025	Fee	Service Charge -U4732	£10.50	✓	£5,564.95

Page number 3 of 4

Statement number 144

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people



**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 3 - Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit- Lloyds	30/09/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Melksham without Parish Council 2024/25

Bank - Cash and Investment Reconciliation as at 31 March 2025

Confirmed Bank & Investment Balances			
<u>Bank Statement Balances</u>			
31/03/2025	Current Account 02027655	90,154.47	
31/03/2025	Unity	8,517.50	
31/03/2025	Fixed Term Deposit	0.00	
31/03/2025	Unity Instant access account	2,919.11	
31/03/2025	Public Sector Deposit Fund	522,000.00	
			623,591.08
<u>Unpresented Payments</u>			
			2,020.00
			621,571.08
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			
			621,571.08
<u>All Cash & Bank Accounts</u>			
1	Current Account 02027655	88,134.47	
2	Unity Bank	8,517.50	
3	Fixed Term Deposit	0.00	
4	Instant Access Unity 20476339	2,919.11	
5	CCLA	522,000.00	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		621,571.08

Please note that there is no statement to accompany the Bank Reconciliation for Cashbook 3 (Fixed Term Deposit) as it isn't a bank account it was previously used to sweep money in and out between meetings etc. Now that we have the CCLA account we don't use it. You will see that our year end accounts shows that there was £0 in the account as at 31st March 25.

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 4 - Instant Access Unity 20476339**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant access account	30/09/2025	30	2,952.83
			<u>2,952.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,952.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,952.83
		Balance per Cash Book is :-	2,952.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Teresa Strange
First Floor Melksham Community Campus
Market Place
MELKSHAM
Wilts
SN12 6ES

Date: 30/09/2025

Account Name: Melksham Without Parish
Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20476339

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.25% AER as of your statement date.

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/08/2025		Balance brought forward	£0.00	£0.00	£2,936.18
30/09/2025	Credit Interest	Credit Interest 04734	£0.00	£16.65	£2,952.83

Page number 1 of 2

Statement number 030

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 2713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved. **INVESTORS IN PEOPLE** We invest in people. **NACCB WINNER**

Spend over £500 for QTR 2-July, August & September 2025

Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net
V4565-BACS	Wiltshire Age UK	Inv.221-MCS July-Sept 25	23/07/2025	£3,090.00
V4568-BACS	Avon Printing Services	Inv.858- NHP Leaflet printing	23/07/2025	£1,214.00
V4570-BACS	JH Jones & Sons	5247- Parish Maintenance- June 2025	23/07/2025	£2,285.64
V4571-BACS	JH Jones & Sons	Inv.5208-Surface grooming	23/07/2025	£700.00
V4572-BACS	JH Jones & Sons	5221-Extra line mark for FOF FC tournament	23/07/2025	£528.00
V4575-BACS	Wiltshire Council	Inv.130-Office rent-1.7-30.9.25	23/07/2025	£3,259.01
V4606-BACS	JH Jones & Sons	5293- SID Deployment 10/5-5/7/25	21/08/2025	£965.00
V4607-BACS	JH Jones & Sons	Inv.5207-Seeding of youth pitches	21/08/2025	£897.80
V4610-BACS	JH Jones & Sons	Inv.5338-July 25 Parish Maintenance	21/08/2025	£2,285.64
V4615-BACS	Wiltshire Publication	Inv.539-NHP Referendum advert	21/08/2025	£1,060.00
V4617-BACS	JH Jones & Sons	5384-Rights of way board refurbishment	21/08/2025	£840.00
V4620-BACS	SSE	24/25 Pavilion gas	21/08/2025	£2,277.92
V4628-BACS	Aquasafe Environmental Ltd	August PPM Visit & Chlorinatio	21/08/2025	£690.00
V4653-BACS	PKF Littlejohn LLP	Inv.907-External Audit 24/25	26/09/2025	£1,365.00
V4654-BACS	Core Clean	Inv.1053-Bus shelter cleaning	26/09/2025	£750.00
V4656-BACS	JH Jones & Sons	August 25 Parish Maintenance	26/09/2025	£2,285.64
V4659-BACS	Melksham Town Council	Christmas lights contribution	26/09/2025	£2,000.00
V4662-BACS	Wiltshire Council	489-Office rent-1.10-31/12/25	26/09/2025	£3,343.25
V4664-BACS	Berryfield Village Hall Trust	Transfer of public art maintenance fund	26/09/2025	£3,800.00
V4673-BACS	JH Jones & Sons	Inv.5398-Deep Slitting, surface grooming, pitch fertilising and verti drain	26/09/2025	£4,770.33

Melksham Without Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
15 September 2025
Our Ref:
WI0162
SAAA Ref:
SB05750

Melksham Without Parish Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Ms Strange

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Melksham Without Parish Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD
T: +44 (0)20 7516 2200
pkf-l.com

PKF Littlejohn LLP, Chartered Accountants. A list of members’ names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 15 Westferry Circus, London E14 4HD. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or omissions of any individual member or of any constituent firm.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference WI0162 or Melksham Without Parish Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

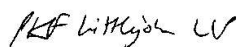
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Melksham Without Parish Council – WI0162**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

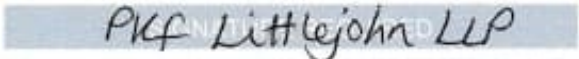
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name	PKF LITTLEJOHN LLP	
External Auditor Signature		Date
		12/09/2025

Melksham Without Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Melksham Without Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Melksham Without Parish Council on application to:	
(a) Teresa Strange, Clerk & Responsible Financial Officer (RFO) First Floor, Melksham Community Campus, Market Place Melksham, Wiltshire, SN12 6ES	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) Monday- Thursday 10am-12 noon & 2-4pm _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £__ * __ (c) for each copy of the Annual Governance & Accountability Return. *10p per A4 sheet plus postage	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Teresa Strange, Clerk & RFO	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 22nd September 2025	(e) Insert the date of placing of the notice

Please display on noticeboards until at least Tuesday 7th October 2025

Notice, sections + Additional Information is on the parish council website for at least 5 years

Please contact the office if not online to view hard copies

www.melkshamwithout-pc.gov.uk
01225 705700 admin@melkshamwithout-pc.gov.uk

September 2025



398B/K37510300917/00222651
Melksham Without Parish Council
First Floor Melksham Community Campus
Market Place
Melksham
United Kingdom
SN12 6ES



Lloyds Bank plc
PO Box 1000
BX1 1LT

Officer note: Please note that no one is a full access user for online banking with Lloyds. No Councillors have online access and both the Clerk and Finance & Amenities Officer only have view access on the account

This letter is for: Melksham Without Parish Council

Your online banking terms and conditions are changing on 28 November 2025

Dear Customer

We're getting in touch because we're updating your Online for Business terms and conditions.

Most changes relate to what your Users can do online so it's a good idea to regularly check you're happy with what your Users can see and do.

These changes apply to all your accounts that you manage through online banking. Please share with anyone else in your organisation who needs to be aware of the changes.

You can find your new terms and conditions at lloydsbank.com/onlineforbusinessterms

The key changes

We've also included a Guide to changes that has more detail about the updates we're making, including:

- **New insights features are coming.** In the future, you'll be able to opt-in to see extra business insights, like cashflow forecasts, trends, and invoice data. Full Access Users can give permission for us to collect data from your other banks and accounting software which all Users will be able to see. We have no control over the data that comes through, including sensitive or confidential information. You should check that you're happy with what your Users can see and do.
- **You'll be able to do more things online** including ordering a new debit card, opening and closing accounts.
- **How we let you know about future changes** to online banking, what Users can do, and how much notice we'll give you.
- **Your terms and conditions are now part of Your Agreement** making them simpler for you to read.

**From
28 November 2025**

- Your Online for Business terms and conditions will change
- See the Guide to changes for more detail

If you have any questions

Go to lloydsbank.com/business/banking-online

Call the helpdesk on
0345 300 0116
(+44 1733 232 030 from abroad)

Lines are open Monday to Friday
7am to 8pm and Saturday 9am
to 2pm, excluding bank holidays



**Turn over for
more detail**

BUSINESS & COMMERCIAL

Proud to be part of the same family



LLOYDS



**BANK OF
SCOTLAND**

Check online banking is still right for you

Whenever we make changes, you should check that your service and the User access you have set up for your people is still right for your business. If you don't want to accept the changes, you can ask us to end your service without any charge before the changes take effect. You'll still need to pay any remaining charges in full on your account before you close it.

If you're happy with the changes, you don't need to do anything, we'll take this to mean you accept them if we don't hear from you before 28 November 2025.

We may contact you by email in the future

You may receive communications like this in future by email so please check your contact details are up to date. You can now register your email with us in online banking.

Need to chat?

You can get help and find out more about what you can do online at lloydsbank.com/business/banking-online or by using our Message Us chat service in the mobile app. If you'd like to talk to us about these changes, please contact the helpdesk on the number on the front of this letter.

Yours sincerely



Rob Penswick
Head of Digital Channels

Guide to changes



Here's what's changing and being updated in your terms and conditions from 28 November 2025. We're also making some updates to simplify them. Please take some time to read this, keep it safe and share with anyone else who needs to be aware.

New insights features are coming and will be available for all Users

In the future, you'll be able to opt-in for extra business insights, like cashflow forecasts, trends, and invoice data.

Full Access Users can give permission for us to collect and use data from your other banks and accounting software.

All Users will be able to see the data that comes through. We have no control of this data which could include sensitive or confidential information so you should check that you're happy with what they can see and do.

Full Access Users can now do more online

We've made it easier to understand what each user level can do. Full Access Users can now:

- Request a debit card for you and certain key people in your business
- Open or close an account
- Change contact details and marketing consents
- Apply for lending
- Confirm the accuracy of information for the business and key people

We've also made clearer what all Users can control, such as managing their own login and personal details, including assigned cards, PIN codes, and ordering card readers.

How to change, add or remove Users is now clearer

We've added a new section which makes it clear how to do this.

How we let you know when we change what Users can do

We can change what Users can do at any time and will always let you know in advance in writing. It's now clear this can be by SMS, a message or prompt in the online banking service or digital inbox.

How we let you know about changes to your terms and conditions

If there is a change to your terms and conditions, we can tell you about this by email or to your digital inbox. If we send information to the digital inbox, we'll let you know it's there. **This can now be by SMS, email or a prompt in online banking.**

How we let you know about changes to online banking

We'll let you know if there are any changes to the Service. If this means there's a change to your terms and conditions, we'll usually tell you two months in advance. We've made it clear that new functionality or changing the look and feel of the service doesn't change your terms and conditions. We'll let you know but we don't need to give you two months' notice in advance.

What you can do using the Mobile App and Web browser

We've made it clearer that you can use the Mobile App and Web browser versions of online banking to do different things, such as:

- **Mobile App:** Deposit cheques, view your debit card PIN, and use biometrics
- **Web browser:** Manage Bulk Payments and Online Payment Controls

You can find out more at lloydsbank.com/business/banking-online

There are separate authority requirements for online banking

Your authorisations and controls for online banking may not be the same as ones you set up outside of online banking.

For example:

- Adding a new User: We'll check your authority to make sure it's authorised.
- Overdraft applications by Full Access Users: We may ask up to three key people to authorise the application, including if the individual has a personal responsibility to repay it.

Using the same login ID for personal and business accounts

We've made it clear that if you use the same User login ID for personal and business accounts, if you get locked out of one you won't be able to access either of your accounts until you reset your security details.

User functionality and features that are available

We've clarified that some Users may not be able to use all features of online banking.

Contacting us

We've updated our contact details. Our website is the best place to find contact details when you need to contact us. Go to lloydsbank.com/business/help-and-support/contact-us

Your Agreement with us

Your Online for Business terms and conditions are now part of the documents that make up Your Agreement with us. This includes:

- General conditions
- Product-specific conditions for each product or service you have with us
- An account charges and processing times brochure

The general conditions also apply to your online banking. Although there are no charges for using online banking, you may incur fees for transactions or payments you make using online banking.

DATED 9th March 2022

PAUL MARTYN KANE and ANNE MARIE REVELL (1)
and
BSL STRATEGIC LIMITED (2)
to
WILTSHIRE COUNCIL (3)

PLANNING OBLIGATION BY WAY OF
UNILATERAL UNDERTAKING UNDER SECTION
106 OF THE TOWN & COUNTRY PLANNING ACT
1990 RELATING TO LAND WEST OF SEMINGTON
ROAD, MELKSHAM, WILTSHIRE

APPEAL REF: APP/Y/3940/W/21/3283428

“Interest”

means interest at the rate of 4% above the base lending rate of the HSBC Bank Plc from time to time

“Land”

means the freehold land west of Semington Road, Melksham Wiltshire shown edged red on the Plan and registered at HM Land Registry with absolute title under title number WT152805

“Land Compensation Act”

In relation to clause 12 means the Land Clauses Consolidation Act 1845 the Land Compensation Act 1961 the Compulsory Purchase Act 1965 the Land Compensation Act 1973 and the Planning and Compensation Act 1991 and includes the Human Rights Act 1998 and any variation or enactment of the Land Compensation Acts on a date on or after the date of execution of this Deed which confers a right of compensation for the compulsory acquisition of land and/or the diminution in value of land as a result of the carrying out of or the use of public works

“Landscape Plan”

means a landscape plan to be provided by the Owner for the laying out, construction, landscaping and maintenance of the Open Space and Play Area to be in accordance with the Council's relevant standard specification for the adoption of open space and play equipment specification appended to this Deed within Annex 2 and approved by the Council (with any amendments to the same being approved by the Council in writing)

“Leisure Contribution”

means the sum of £11,800.00 (eleven thousand eight hundred pounds) (levied at £236.00 (two hundred and thirty six pounds) per Residential Unit within the Development) (or such other amount should less than 50 Residential Units be approved pursuant to the Reserved Matters Application calculated at £236.00 (two hundred and thirty six pounds) per Residential Unit) towards the upgrade of Bowerhill Sports Field at Lancaster Road and/or the upgrade of playing pitch and/or ancillary services within the vicinity of the Development

“Management Company”

means the private limited company to be established by the Owner (and registered at Companies House) the purpose of which will be (amongst other things) to manage and maintain the Open Space and/or Play Area

“Management Scheme”

means the scheme setting out the detailed arrangements for the management and maintenance of the Open Space and Play Area to the reasonable satisfaction of the Council which scheme shall include full details of the maintenance

SCHEDULE 1

CONTRIBUTIONS

1. The Owner covenants with the Council as follows:
 - 1.1 To pay the Early Years Contribution, the Primary Education Contribution and the Highways Contribution to the Council prior to the Commencement of the Development and not to Commence the Development until the Owner has paid the Early Years Contribution, the Primary Education Contribution and the Highways Contribution to the Council
 - 1.2 To pay the Waste Facilities Contribution, the Public Art Contribution, the Leisure Contribution, the Off-site Open Space Contribution, the Off-site Play Area Contribution and the Air Quality Contribution to the Council prior to the Occupation of the Development and not to Occupy the Development until the Owner has paid the Waste Facilities Contribution, the Public Art Contribution, the Leisure Contribution, the Off-site Open Space Contribution, the Off-site Play Area Contribution and the Air Quality Contribution to the Council
 - 1.3 Prior to Commencement of Development to provide details of their designated contact for liaison regarding the waste and recycling and to provide an update of their designated contact following any change of personnel
 - 1.4 The Owner hereby undertakes and agrees with the Council that the indemnity provisions in clause 12 of this Deed shall be applicable to any claim or claims made against the Council and such claim arising in connection with or incidental to or in consequence of the Council carrying out its duties of waste and recycling until the internal roads forming part of the Development become adopted highway and the Owner will hold the Council fully indemnified from and against each and every said claim in accordance with clause 12

Pitch drainage at the Bowerhill Sports Field:

We seem to have an issue with the middle 11 aside pitch every time we have heavy rain over a short amount of time in the fact that the water stands on the pitch, making it unplayable. This happened recently in September (photo below). You have previously looked at options for this before, as you were aware that there was a drainage issue with this pitch, but we were trying to get some grant funding from the Suez fund to undertake mole ploughing, which we were unsuccessful in getting.

The Football Foundation has a pitch drainage fund, but we can only apply for this funding if it is a recommendation in the Pitch Power assessment, which we are currently doing twice per year as a condition of our pitch maintenance grant. I have contacted the Football Foundation, which manages the pitch maintenance grant, to see whether there were any solutions which could help our situation, as it seems a shame that we are undertaking all of this work to improve the pitches to try and keep more matches on, and we are having to cancel some of them because of this issue. The Pitch Power assessor set up a site meeting at the sports field on Wednesday, 1st October, to assess if drainage could be an option. This site meeting was attended by a member from the Wiltshire FA, Tony Jones (your ground contractor), the Clerk and the Finance & Amenities Officer. The assessor took some soil samples of the surface to get a better picture of what was going on below the turf. The soil is severely compacted and has evidence of blue clay mixed in with the soil (blue clay is used to line ponds, etc., to create a waterproof barrier and stop water from draining away!). Due to the deep compaction in the soil, water is unable to absorb underneath the turf, causing the water to sit on the surface.

While the assessor has not recommended looking at a drainage system at this stage, he has recommended some actions the council can take to help this issue, such as Verti-Quake (linear aeration). Included in your packs is a quote from your pitch maintenance contractors to undertake this work; there is a quote to do this work on the whole field and a separate quote for the middle pitch. The assessor did suggest that the whole field would benefit from this work.

You also have a quote to mole plough the middle pitch, which is what the contractors had recommended before. The assessor did mention mole ploughing at the site visit but because the season has started feels that the verti-quake option would be less disruptive to the surface at this current time (mole ploughing would not be recommended for the whole field just the middle pitch).

What is Verti-Quaking:

This is deep soil decompaction, which slits and shakes up the top layer of turf, creating patterns of closely spaced fractures in the soil, which helps to break up compacted layers. This improves drainage, root development, and turf health.

What is Mole ploughing:

Mole ploughing is a technique used for subsurface drainage and is used on clay heavy soil to break up compacted soil and improve drainage. Mole ploughing creates continuous, shallow tunnels, called mole drains, that act like underground pipes to

remove excess water more efficiently by pushing a blade through the earth. You need to be aware that this method is much more intrusive to the ground compared to verti quaking due to the deep soil disruption and reshaping the subsoil to create drainage. Surface impact is usually minimal, but visible ridging or heaving can occur, so it's best done during the off season, which is why, as per above, it was recommended by the assessor to verti quake. I have spoken to your grounds contractor about this, and he has advised that if the council were to move forward with the mole ploughing option, they would monitor any damage caused and stop straight away if it is causing too much damage to the playing surface.

Research undertaken:

From research undertaken it does appear that the effects of mole ploughing lasts longer than verti quaking because the plough creates underground "mole" tunnels which acts as a natural drainage system remains effective over a longer period of time, in particular in clay type soils (can last up to 3 years). Verti-Quaking is more of a shorter-term option because it only breaks up the compacted layers temporarily, but the soil will naturally recompact over time with regular usage and machinery use. Meaning that it will have to be done more regularly to maintain the benefits of this maintenance. It can; however, be undertaken in conjunction with verti draining which we are already undertaking at the field and could form part of a field maintenance plan.

You will note from the quote that verti-quaking is more expensive which is because the contractor has to hire out the equipment to undertake this work; whereas, they have the mole ploughing equipment available to them which is why the quote for this work is cheaper.

Ditch work:

As part of the same conversation as the above, when we looked at pitch drainage before it was in conjunction with clearing the ditch as well, the quote to do this was as follows:

- To clean ditch manually and remove leaves and sediment approx 300 deep between hedge and fence approx 60m in length
- Place material in hedge line

Total - £ 960.00 + VAT



J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Marianne Rossi
Finance and Amenities Officer
Melksham without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
SN12 6ES

7th October, 2025

QUOTATION 1367

Reference – Grounds Maintenance

- To verti quake Bowerhill Playing Field as suggested – This will help to break up the pan at a depth of approx 12” (300mm) 10.6” (260) centres

Total - £ 3,650.00 + VAT

- To mole plough number 2 pitch and run offs to a depth of 14” (350mm) at 1.8m centres

Total - £ 780.00 + VAT

- To verti quake number 2 pitch approx 6000 sqm

Total - £ 1, 210.00 + VAT

Yours faithfully,

J H Jones & Sons Limited

If tender is accepted please sign below and return one copy

Signature..... Date.....

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD

VAT NUMBER 923424246 COMPANY REG 6260416

Teresa Strange

From: Teresa Strange
Sent: 13 October 2025 18:15
To: Daniel Geeson
Cc: Marianne Rossi; cilands106
Subject: Draw down from s106 for Bowerhill Sports Field?
Attachments: Pitch Drainage- Bowerhill Sports Field.pdf; Appeal - Unilateral Undertaking (1).pdf

Hi Danny

We are looking to do some drainage work to the Bowerhill Sports Field to improve the surface water that sits on the pitches, particularly making the middle 11 vs 11 unplayable after heavy rain.

You will know that we met the Football Foundation and Wilts FA on site recently.

Attached is the report for our council meeting next Monday, which explains the work to be done, and the quote from our groundsmen.

Are we in a position to ask for funds from the s106 for Land West of Semington Road to use for this work, and ditch clearance please?

Debbie/S106 officer, are you able to confirm if its been paid please, and how much as index linked? Site has started some months ago, and must be close to occupation. S106 extract attached (it was unilateral undertaking as decision at Appeal).

Many thanks, Teresa

20/07334/OUT

Site Address

Land west of Semington Road
Melksham
Wiltshire

Proposal

Outline planning permission for up to 50 dwellings and formation of access and associated works (Outline application to consider access with all other matters reserved).

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

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.

Teresa Strange

From: Anjali Coossa <Anjali.Coossa@wellerslawgroup.com>
Sent: 26 September 2025 11:11
To: Marianne Rossi
Cc: Teresa Strange; Jade Warr; Asma Shamim
Subject: RE: Davey Play Area

Hi Marianne,

I confirm we have completed.

Kind Regards,

Anjali Coossa

Paralegal



T: 0137 275 0106
E: Anjali.Coossa@wellerslawgroup.com
A: Butler House, Guildford Road, Great Bookham, Leatherhead, Surrey, KT23 4HB
www.wellerslawgroup.com



From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 26 September 2025 09:24
To: Anjali Coossa <Anjali.Coossa@wellerslawgroup.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Jade Warr <Jade.Warr@wellerslawgroup.com>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Subject: RE: Davey Play Area

External Message - Please be cautious when opening links or attachments in email.

Hi Anjali,

Yes, I give authority for the play area completion to be today, Friday 26th September 2025.

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus

Teresa Strange

Subject: FW: Faresaver Buses "Route of Service 555 Melksham to Corsham School"

From: Fiona Dey <office@melkshamwithout-pc.gov.uk>

Sent: 08 October 2025 11:10

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>

Subject: FW: Faresaver Buses "Route of Service 555 Melksham to Corsham School"

For information, this is the response I've had from the bus company about the route of the 555.

Kind regards

Fiona

-----Original Message-----

From: Enquiries <enquiries@faresaver.co.uk>

Sent: 08 October 2025 10:59

To: Fiona Dey <office@melkshamwithout-pc.gov.uk>

Subject: RE: Faresaver Buses "Route of Service 555 Melksham to Corsham School"

Hello

No passengers board at this stop and so we have no issue with this stop being removed.

Because of this, along with the parked cars/traffic calming we are looking at re-routing the 555 via Kingfisher Drive/Mitchell Drive onto Halifax Road in the future.

Kind Regards

Daniel

Customer Services Advisor

Faresaver Limited

01249 44 44 44

enquiries@faresaver.co.uk

www.faresaver.co.uk

The Coach Yard, Vincients Road, Bumpers Farm Industrial Estate, Chippenham, SN14 6NQ

-----Original Message-----

From: Faresaver Buses <noreply@faresaver.co.uk>

Sent: 07 October 2025 14:23

To: Enquiries <enquiries@faresaver.co.uk>

Subject: Faresaver Buses "Route of Service 555 Melksham to Corsham School"

From: Fiona Dey office@melkshamwithout-pc.gov.uk

Subject: Route of Service 555 Melksham to Corsham School

Message Body:

Good Afternoon,

I have an enquiry on behalf of Melksham Without Parish Council about the route of service 555 (Melksham to Corsham School) when it is in Bowerhill. The map on your website shows the bus coming south down the west leg of Halifax Road, turning around at the Beaufort Close bus stop and returning the same way up Halifax Road. However, we have a Councillor who reports that the bus does not turn around but instead returns up the east leg of Halifax Road towards Ludlow Hewitt Court. The reason for the enquiry is that we have been notified of a request to Wiltshire Council from residents of Ludlow Hewitt for the removal of the bus shelter. However, we do not want the bus shelter to be removed if it is in use by school children using the 555 service. Many thanks Fiona

--

This is a notification that a contact form was submitted on your website (Faresaver Buses <https://faresaver.co.uk>).

Teresa Strange

From: McCarthy, Tania <Tania.McCarthy@wiltshire.gov.uk>
Sent: 13 October 2025 10:00
To: Teresa Strange
Cc: Lockwood Norris, Rebecca
Subject: Real Time Information in bus shelters in Melksham Without
Attachments: CONFIDENTIAL Wiltshire RTPI (Melksham Without).xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Teresa,

Many thanks for confirming the smaller displays. Please see attached the revised spreadsheet to hopefully reflect the changes discussed, including:

- removal of Falcon Way given the land still needs to be adopted.
- A350 (Westlands Road BS) - the shelter or concrete post is suitable for fixing.

The bus shelters at Beaufort Close and Lancaster Road will need a bracket and cabling. We can arrange this once we have a contractor in place, currently scheduled for Spring 2026 or you may prefer to order this.

We will arrange for the replacement bus stop post at Corsham Road (Top Lane BS) and the approximate cost for this is £250 (assuming Traffic Management is not required).

To help move things along, our Contracts Manager has advised we will need a letter/agreement setting out the provision of goods and services to cover ownership, delivery and payments. To help get this drafted, would it be possible to arrange a Teams call to make sure we understand how you would like to see this delivered and maintained going forward? I've popped below our availability for this week if any of these times are suitable:

15th 1100-1200
16th 0900-1030
17th 0900-1000 or 1400-1600

Look forward to hearing from you soon.

Many thanks,
Tania.

Tania McCarthy
Technical Officer
Passenger Transport
Highways and Transport



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Wiltshire

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www.connectingwiltshire.co.uk



Wiltshire Council

www.wiltshire.gov.uk

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**MINUTES of the Highway, Footpaths & Streetscene Committee of Melksham
Without Parish Council held on Monday 29th September 2025 at Melksham
Without Parish Council Offices, (First Floor), Melksham Community
Campus,
Market Place, SN12 6ES
at 7:00pm**

Present: Councillors Chris Griffiths (Committee Chair), Alan Baines (Committee Vice-Chair), John Doel, Martin Haffenden, Mark Harris and Anne Sullivan.

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

In attendance: Councillor Martin Franks (part)
4 members of the public (part)
On Zoom: 1 member of the public (part)

249/25 Welcome, Housekeeping and Announcements:

Councillor Griffiths 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.

250/25 Apologies:

Apologies were received from Councillor Pafford as he was on holiday.

Resolved: To approve and accept the reasons for absence

251/25 Declarations of Interest:

Councillor Haffenden expressed a non-pecuniary interest in agenda item 8di: Request for Waiting restrictions on Hampton Park West and Semington Road, as he had raised the issue.

252/25 Dispensation Requests for this Meeting:

None requested. Councillor Haffenden stated he would not vote on agenda item 8di.

253/25 To consider holding items in Closed Session due to confidential nature:

No agenda items to be held in closed session.

254/25 Public Participation:

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

Two members of the public (MP1 & MP2) wished to speak on agenda item 8bi with regard to an issue with their driveway being blocked in Herons Court.

MP1 explained that he and MP2 have lived in Herons Court for approximately 35 years but parking problems have started in the last 2-3 years - he feels that Herons Court has become an overflow carpark for the school at school drop-off

and pick-up times. He said that the end of the school day pick-up is a particular problem.

He explained that there is a dropped kerb opposite his driveway [not linked to a driveway] where cars often park. He also noted that this was the narrowest point of the road. He explained that due to the length of his vehicle (17.5 foot) and the presence of pillars either side of his driveway he needs to pull fully across the road and use the area with the dropped kerb to manoeuvre his vehicle off his driveway. When cars are parked opposite, they cannot leave.

He followed on that, when asked to move most drivers will, but sometimes he has to wait 20-30 minutes for them to return from the school. They have also had to deal with aggression from drivers, and in one instance the police were called, and the driver was given a caution.

The lack of access from his driveway is impacting their life as they have to schedule appointments and plan activities around times they know they can leave or have to plan ahead and park elsewhere.

MP1 and MP2 noted that other streets on Bowerhill have white lines to demarcate dropped kerbs (Access Protection Marking) and would like similar lines on the dropped kerb opposite their driveway.

Councillor Franks wished to speak on agenda item 9a with regards to deployment of the Speed Indicator Device (SID) which records data on Semington Road. Councillor Franks explained that as a representative for Berryfield Ward he has had concerns raised to him by resident about speeding on Semington Road. The resident (and the Councillor) would like for a SID to be permanently deployed on Semington Road. Councillor Franks noted that the parish council at Bishops Canning have recently deployed a number of solar powered SIDs on a permanent basis, and questioned whether this would be an option for Melksham Without?

Councillor Franks explained that Semington Road has been subject to an increase in the volume and speed of traffic and is a 'rat run' for traffic avoiding the A350. Although he feels that more measures are needed on the road to slow the traffic, the deployment of a permanent SID leading to letters and prosecutions would be a deterrent to speeders and provide residents with reassurance that action was being taken.

Two members of the public (MP3 & MP4) wished to speak on agenda item 8ai with regards to measures to prevent traffic damage to their property on Folly Lane, Shaw.

MP3 explained that they live on Folly Lane (A365) on the border of Shaw and Atworth and that their property has previously been damaged by lorries with overhanging trailers knocking out the roof tiles and destabilising the wall. MP3 explained that having started to repair the damage to their house, the speed and proximity of the traffic became obvious as the orange traffic warning bollards on their land, and within 6 inches of their house, were repeatedly hit by cars and lorries travelling past, many at extreme speeds. This resulted in the need for temporary traffic lights for over a month to protect their builders.

As a result, MP3 enquired as to the possibility of including a safety bollard (like those found in other parts of the county) to protect the corner in the longer term. An officer from the Wiltshire Highways Central team has indicated that a bollard would not be possible as the road is an A-road and a bollard would protrude into the road (and could cause more damage to the building if hit).

MP3 explained that they have installed some bendi-bollards as recommended by the Wiltshire Highways Central team, and will also be adding, as recommended, some form of marker board to the building (although ugly). However, they note that while both measures will highlight the location of the building, they will not actively protect the building.

MP3 also noted that the closeness of the building to the road edge has increased since the purchase of their property in 2018 as the road edges have encroached so that their garden gate now opens into the curtilage of the roadway. MP3 was concerned that, although the speed limit on the road is 40 miles per hour, the average speed of traffic, including the largest lorries, is at least 60 miles per hour and often much more. She commented that few drivers observe the speed limit, and do not take account of the narrowing of the road prior to their property (when coming from Melksham).

MP3 asked that the parish council challenge the assertion from Wiltshire Council that a safety bollard would not be feasible. And, if this is not possible, what else can be done to ensure that the speed limit is observed, to give drivers the chance to react to the advisory bendi-bollards and markers in place? MP3 just seeks to feel safe in her own home.

The meeting reconvened, and it was agreed to bring the following agenda items forward for discussion: 8bi, 9a and 8ai.

255/25 Highways, Footpaths and Streetscene meeting minutes 21st July 2025
Noted

256/25 Local Highways & Footpath Improvement Group (LHFIG)

- a) (i) Minutes and Action Log of Local Highways & Footpath Improvement Group (LHFIG) meeting held on 14th August 2025 were noted.
- (ii) It was noted that Wiltshire Council is undertaking a review of Area Boards. Wiltshire Councillor Griffin has been asked, by the Melksham Area Board, to raise Parish/Town contributions for LHFIG actions as part of this review.
- b) To consider items arising from Action Log:
 - (i) Issue 9-24-27 A365 Bath Road Bowerhill:
It was noted that the road signing had been installed but the accompanying road marking were pending.
 - (ii) Issue 9-24-11 Semington Road by mobile home park:
It was noted a site visited with the Highways Engineer has been agreed but needs to be scheduled. Councillor Baines advised that the affected property (111 Semington Road) is now for sale and

appears to be empty, so there is currently no resident to include in the discussions

The Clerk advised that discussions are ongoing with the developer and the planning officer with respect to varying the condition from the Inspector in the legal agreement from a bus stop on the northbound side of the road to a bus stop on the southbound side of the road.

(iii) Issue 9-24-25 Semington Road outside New Inn.

Resolved: Members were happy in principle with the option of a bus boarder platform but want to see a detailed plan and a cost estimate.

(iv) Issue 9-24-30 Halifax Road bollard opposite school.

Councillor Harris shared that three white edge-markers had been installed outside the school and seemed to have stopped lorries parking on the verge. He suggested that more were needed further along the road (opposite the village hall) to prevent a pick-up truck and trailer parking on the grass verge.

(v) Issue 9-24-37 Bowerhill Estate holistic review of dropped kerbs

It was noted that a holistic review of dropped kerbs in Bowerhill would be an extensive job. It was suggested that Councillors with local knowledge and the Highways Engineer visit the area to identify the most problematic areas and to identify solutions.

Resolved: Parish Officer to arrange a site visit with Councillors and Highways Engineer to identify priority need for dropped kerbs and to consider the bollards outside the school.

(vi) Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development

It was noted that Melksham Town Council (MTC) have £13,000 of S106 monies which is allocated for active travel. If the money is not spent within a year, it will revert to Wiltshire Council. MTC have proposed that they spend the money signing a route around the town for walking and cycling. Although the route will not be within the parish, Melksham Without Parish Council have been asked to comment on the proposal.

Recommendation: To support the MTC proposal for the walking/cycling route around the town

(vii) Issue 9-24-34 Bowerhill Finger Post: To note feedback from Melksham Men's Shed

The Clerk explained that Melksham Men's Shed have agreed to make and install the Finger post. They have requested that they are provided with the lettering, the cost of the materials and a contribution to their project of ~20% of the cost of purchasing a finger post.

Resolved: The Clerk to research the costs for consideration at Full Council.

- c) The end of the consultation period for the Parking Control Measures/Waiting Restrictions (double yellow lines) was noted. It was also noted that a Phase 2 list had been started and that any new requests agreed by LHFIG would be added to that list.
- d) It was noted that the request for Bollards on Kittyhawk Close has been resubmitted as it was missed off the last LHFIG agenda.
- e) The Clerk explained that the land Beverley Close for the proposed extension to the roadway was not considered by LHFIG as the land is not owned by Wiltshire Council. Land Registry searches have revealed that it was sold by West Wiltshire District Council to McLean Homes, who are now part of Taylor Wimpey.

Members discussed the options of asking Wiltshire Council to adopt the land and extend the roadway or suggesting to the residents that they buy the land and use it as private parking. It was noted that legal costs would be involved with either option.

Recommendation: To suggest that the residents negotiate directly with Taylor Wimpey to purchase the land at Beverley Close.

257/25 Requests for support by the Parish Council including requests for the Local Highways & Footpath Improvement Group (LHFIG) next meeting on 28th October 2025 (deadline 14th October):

a) Shaw and Whitely

- (i) Request for bollard outside 54 Folly Lane, Shaw (A365 towards Atworth)

Members considered the request from the residents of 54 Folly Lane (MP3 and MP4). The feedback the resident had received from Wiltshire Council that a bollard outside the property not being feasible was challenged by the members, especially as the edge of the road was encroaching towards the property. Concerns were also raised about the speed of the traffic passing the property which might impact the effectiveness of the bendi-bollards and marker boards being installed by the residents.

Resolved: The Clerk to arrange a visit to the site with a Wiltshire Council Highways Officer and Wiltshire Councillor Alford to discuss options for protecting the property and to feed back to the committee.

Recommendation 2: The parish council submit a request to Wiltshire Council for a traffic survey to be undertaken on the A365 Folly Lane.

b) Bowerhill

- (i) Request for action to prevent driveway being blocked in Herons Court

Members considered the request from the residents of Herons Court (MP1 and MP2). The options of double yellow lines or white lines to demarcate dropped kerbs (Access Protection Marking) were discussed. It was noted that a Traffic Order for waiting restrictions (double yellow lines) had recently undergone consultation and therefore it might be years before the next Traffic Order. It was also noted that although white lines can be implemented faster, they are not enforceable. Members also considered where the lines should be implemented

and agreed that they should mark all the dropped kerbs on Herons Court to prevent just moving the parking issues further up the close.

Recommendation: The parish council support the request for Access Protection Marking (white lines) on all the dropped kerbs on Herons Court and submit the request to LHFIG for their consideration.

c) Beanacre

- (i) Request to change signage and install camera on Westlands Lane to deter Heavy Goods Vehicles.

Residents had requested signage and a Closed Caption Television (CCTV) camera for the bridge on Westlands Lane to deter Heavy Goods Vehicles (HGVs) using the route over the weight-limited bridge and to minimise the necessity for residents to have to keep taking photos of the ongoing problem. The Clerk advised that the media had reported that Wiltshire Council last month approved a plan to protect weak, weight restricted sections of road, including bridges, by installing mobile cameras that recognise number plates.

Resolved: Officers to investigate Wiltshire Council Plans for the use of Automatic Number Plate Recognition (ANPR) cameras to protect weight restricted sections of road and see how the bridge in Westlands Lane can be included.

d) Berryfield

- (i) Request for Waiting Restrictions Hampton Park West and Semington Road

Councillor Haffenden highlighted two issues in Berryfield. The first was that vehicles parked on the hatched areas by the traffic calming island on Semington Road meaning that the bypass for cyclists can't be used. He suggested that double yellow lines be added either side of each island. Members acknowledged the issue but felt that any action should be put on hold until the previously agreed holistic review of traffic measures on Semington Road was completed.

Secondly, he felt that the lack of double yellow lines consistently along both sides of Hampton Park West meant that lorries and other vehicles parked on both sides of the road narrowed it and partially blocked access to the roundabout.

Recommendation: To submit a request to LHFIG for double yellow lines (waiting restrictions) along both sides of Hampton Park West.

e) Ad-hoc road markings to identify and consider new requests for 2025/26

- (i) It was noted that line markings cannot be added on Tedder Gardens as the road has not yet been adopted.
- (ii) The current list of ad-hoc road markings was noted (Item 4f on LHFIG minutes)

258/25 Speed Indicator Device (SID)

a) To consider request for SID2 deployment on Semington Road
Following the representations in the public participation session by Councillor Franks, the Clerk clarified that Speed Indicator Device 2 collects data on the number and speeds of vehicles travelling in excess of the trigger limit of 35 miles

per hour. The device does not collect photos or number plate information, so prosecutions are not possible from the data. She also explained that Wiltshire Council guidance is to deploy SIDs for 2 weeks at a location for maximum effectiveness. Longer deployments are possible but have to be justified.

The Clerk reminded members that a traffic survey was conducted at two locations on Semington Road in December 2024 which concluded the traffic survey results did not meet the current eligibility triggers. However, it had been agreed that the SID location could remain on Semington Road and that a holistic review of traffic measures on the road would be conducted.

It was noted that SID1 is currently deployed on Semington Road for 2 weeks in each 16-week cycle. SID1 provides feedback to drivers on their speed but does not record any data. Members discussed the option to utilise SID2 on Semington Road. Councillor Baines flagged that some lampposts are not suitable for SID2 (due to its weight) but the Parish Officer has already confirmed with Wiltshire Council that the lamppost on Semington Road would be suitable.

Recommendation: To update the SID schedule so that SID2 is deployed on Semington Road and that SID1 is swapped into its location.

- b) It was noted that the damaged lamppost has been replaced in Beanacre, and the SID location on the A350 has been reinstated.
- c) The Clerk explained that National Grid run a Community Grant Programme for communities affected by their projects. It had been suggested that an application could be made for the purchase of new Speed Indicator Device to monitor the temporary 20mph limit on Westlands Lane as National Grid had not agreed to purchase at this time.

Resolved: To compile a list of items which could be purchased via the National Grid Community Grant Programme, including a new Speed Indicator Device, for submission in 2026.

259/25 Police and Crime Commissioner Reports

- a) The extracts of the Police and Crime Panel reports were noted.
- b) The Police Crime Commissioner (PCC) and Police road safety data for Melksham Without Parish were considered.

It was noted that it appeared that enforcement on the A365 Bath Road in Bowerhill had started after the Clerk had flagged some of the excessively high speeds recorded on the Speed Indicator Device directly to local police representatives.

Councillor Haffenden questioned whether the increase in the numbers of people reported for speeding (speed awareness course, fine and points, or court) is due to more activity by the police or an increasing number of people speeding. The Clerk noted that the PCC Road Safety conference meeting has been rescheduled to the end of November.

Resolved 1: The Clerk to ask the PCC whether increase in the numbers of people reported for speeding is due to more activity by the police or an increasing number of people speeding.

Resolved 2: The Clerk to request to Wiltshire Police that undertake sessions to identify speeding motorists on Pathfinder Way.

Resolved 3: The Police Crime Commissioner (PCC) and Police road safety data to be sent to the resident at 54 Folly Lane and are used to support the request for a traffic survey to be undertaken on the A365 Folly Lane.

260/25 Road Safety Working Group

Analysis of Speed Indicator Device data is on-going.

No new items/projects have been identified for review by the Road Safety Working Group.

261/25 Rights of Way and Footpaths

- a) The Clerk explained that Right of Way MELW100 in Beanacre is blocked by 2 houses which were built in the 1960's on its route and suggested that a detour could possibly be funded by the National Grid Community Grant Programme to link with MELW67 to create a safe walking route into Melksham from Beanacre.

Resolved: To add reinstatement of MELW100 to the list of items to be considered for the National Grid Community Grant Programme in 2026

- b) Upgrade to MELK40 Western Way to Burnet Close

The Clerk explained feedback from Wiltshire Council indicated that delineation between pedestrians and cyclists on shared use pathways is contrary to Department for Transport's guidance and therefore a white delineation line won't be included on the new pathway. Members challenged this assertion as there are already examples of white lines to segregated cyclists and pedestrians on the shared use path at The Spa.

Resolved: The Clerk to inform Wiltshire Council that other shared use paths, such as the Spa, are marked for pedestrians and cycles and that the parish council would still like to see similar marking on the new MELK40 path.

The Clerk reported on a meeting that she had with the Wiltshire Association of Local Councils (WALC) officer. The WALC officer meets with Perry Holmes (Director of Legal & Governance at Wiltshire Council) and Ian Thorn (Leader of Wiltshire Council) every 6 weeks. The Clerk explained to the WALC officer, the parish council's frustration that there are no triggers for Wiltshire Council Highways to spend allocated S106 money and that in the case of MELK40 the parish have had to involve Melksham Independent News to get any traction, or communication, on the issue. The Clerk has requested that this was raised by WALC when he next meets with Wiltshire Council leaders.

262/25 Wiltshire Councillor Alford on Whitley and Shaw maintenance site visit

A suggestion had been received from Wiltshire Councillor Alford to form a pavement on the verge outside 109A Middle Lane in Whitley. Councillor Baines explained that a similar proposal had been made previously but was not

requested/supported by the local residents. Members also noted that the road was narrow at that point, and the verge wasn't wide enough for a footpath.

Recommendation: To not support Wiltshire Councillor Alford's suggestion for a new footpath on Middle Lane in Whitley.

263/25 To receive feedback on progress of holistic reviews:

a) Semington Road

The Clerk explained that there are conflicting proposals in s106 agreements and the LCWIP (Local Cycling & Walking Improvement Plan) for pedestrian and cycle routes from the end of Semington Road across the roundabout with the A350 and towards the town centre. She suggested that the scope of the planned holistic review of traffic on Semington is expanded to include cycling and pedestrian routes around the roundabout with the A350 and along Semington Road.

Recommendation: To widen scope of holistic review of Semington Road to include cycling and pedestrian routes around the A350 roundabout.

b) A365 Bath Road (Bowerhill)

It was noted that planning applications had now been submitted for the developments planned on the A365 in Bowerhill (PL/2025/06105 Old Loves Farm, PL/2024/11426 Gompels, and PL/2025/06749 Land adjacent to Melksham Oak Community School). A holistic, not chronological piecemeal review of the planning applications with access from the A365 at Bowerhill should now be progressed with the planning/highway officers at Wiltshire Council. The Clerk explained that she will approach Wiltshire Councillor Holder to try to get engagement for this work.

Resolved: The Clerk to approach the Cabinet Member for Highways at Wiltshire Council to get engagement for a holistic review of the planning applications and wider highways issues, as per LHFIG requests, on the A365 in Bowerhill.

264/25 National Highway improvements

- i. The outcome of the Western Gateway Sub-national Transport Body Board Meeting on 17th September 2025 to reiterate their support for progression of the A350 Melksham Bypass was noted.

Meeting closed at 9.23 pm.

Chairman, 20th October 2025

**NOTES of IT Working Group of Melksham Without Parish Council
held on Monday 6th October 2025 at Melksham Without Parish Council Offices
(First Floor), Melksham Community Campus, Market Place,
Melksham, SN12 6ES at 7pm**

Present: Councillors Mark Harris and Anne Sullivan.

Clive Merritt (Avon IT)

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

1. Welcome, Declaration of interests and election of Chair for Working Party

The Clerk gave a brief introduction to the working party and welcomed Clive Merritt from Avon IT, who was the parish council's IT contractor. She gave an overview of the services that Clive provided to the council, which also included the creation of the current council website. She wanted to be transparent in the fact that the working party would be considering options for the website this evening, which may include looking at a new website.

In terms of this evening's meeting, the Clerk explained that the agenda included all of the IT related items that the council needed to work through and highlighted the initial priority items which had to be done in this financial year. Some of the other items on the agenda were either dependent on what the council decided to do with the website or were not as time critical so could be looked at in the future.

No Chair was elected for the meeting, as the two Councillors present felt that it would be much better to work through the highlighted priority list.

2. To receive apologies

Councillor Hemmings tendered his apologies as he had a prior engagement.

3. Assertion 10: Digital and Data Compliance:

i. Brief overview of assertion 10 and priority list to meet assertion:

The Clerk explained that as part of the annual governance statement, the council have to tick either 'yes' or 'no' to whether they meet each assertion. For the 2025/26 financial year an additional assertion is being implemented for Digital and Data Compliance, and in order to answer "yes" to this, there are some criteria that the council must meet. This includes ensuring that the council website meets the new WCAG2.2AA rules. The council has already met some of the criteria, such as having an authority-owned domain (gov.uk) and email account. Officers had gone through The Smaller Authorities Proper Practices Panel (SAPPP) guide and looked at what was required to

meet assertion 10 and provided details in the agenda pack on whether the council met this or not. It was agreed that the council should prioritise the following (in no particular order):

- Adopt an IT policy
- Website accessibility (need to ensure that the website is accessible) following accessibility review. Which includes a review of the current accessibility statement.- If council decide to keep with the current website.
- Review the current data protection policy and privacy notice to ensure it still reflects current practice
- Look at the previous data audit and conduct another data audit (to review data held, why its held, where it's held & how its processed)
- Look at data protection & cyber security training for councillors and staff
- Need to look at a contract with Clive (Avon IT) to ensure GDPR compliance
- Need to establish/appoint who the Data Protection Officer (DPO) is for the council.

ii. **Council website review and options:**

The big priority is looking at the website and implementing an IT policy, which officers have done some work on. The Finance & Amenities Officer briefly talked through her accessibility check of the website using the Wave tool, which identifies any accessibility issues. She had provided a report in the agenda pack for the meeting on her findings. She advised that she had only looked at a few website pages, as she didn't want to initially do a lot of work on this prior to the meeting, as it was dependent on whether members wished to improve and refresh the current website or look at a new website. If members wished to improve the current website, the Wave tool could be used on each page to look at any accessibility issues in order to correct them. The Clerk advised that one of the big issues was the photos, as they don't have alternative text describing what the image is, which is an accessibility failure. Most of the photos on the website were old, and it was decided when the initial accessibility rules came into effect a few years ago that it would be much better to go through the website and update it with new photos and provide the alternative text at the same time, which officers have not had capacity to do at present.

The working party looked at the council website to see what the current layout was and what sections worked well and what didn't work so well. It was felt that in order to make a recommendation on how the council moved forward with the website, there needed to be some direction on what the council wished for it to look like. After a discussion, members felt that the next step would be to look at the pros and cons and cost for each of the following options:

- a) Update current website to modernise/ refresh it and make it accessible to WCAG2.2AA standard (currently using a free website template)

- b) To look at purchasing a Wordpress/ Wix theme template- either MWPC to do themselves or pay a provider to put the website together.
- c) Ready made parish council bespoke package such as Aubergine
- d) Completely bespoke option
- e) Do nothing

It was felt that regardless of what option the council decided to take forward, control of the website needed to be with the parish council. It was agreed that officers should look at other council websites to see what designs would suit the parish council.

Discussions moved on to what improvements to the website would make it easier for councillors, residents and staff. The Clerk explained that the public version agenda pack was being uploaded to the website, which means that large files are being stored on there, and wondered whether there was a better way of doing this. Additionally, the agenda packs were currently being sent out via email, which were large data files and stored in officers sent folders and councillors' inboxes. Some agenda packs are too big to be sent by email and have to be sent by other link methods. Members considered whether SharePoint would be better for agenda packs.

Recommendation:

1. Officers to have a look at other council websites to see what designs/layout would suit this parish council in order to move forward.
2. Officers to create a working document to share with members of this committee with the pros and cons of each of the above options, with cost implications.

iii. **IT Policy:**

The Clerk explained that officers had downloaded the example policy that was provided in the SAPPP guide and went through it in tracked changes. It still needed a bit of work because some of the elements of the policy depended on which way members wished to go with the website.

4. IT Systems and improvements:

i. **IT Improvements:**

The Clerk explained that she had included the IT systems on the agenda so that members could consider whether there were any improvements that would help councillors, residents and staff. It was felt that officers should ask councillors whether there are any IT improvements that they feel would benefit them. In addition, it was felt that it would be beneficial to all councillors if they were provided with some IT top tips.

Recommendation: Officers to provide IT top tips to all councillors on a regular basis.

Password Manager:

The Clerk explained that she was also looking at a password manager option for the office. Currently, all passwords are on a password protected list which is only known to the three officers, but it is not best practice, so a password manager would be much better. A password manager would generate and store passwords, which would make it much easier for officers to manage and allow non memorable passwords to be stored.

ii. Hub/server Computer:

It was noted that the server computer is unable to update to Windows 11, and all support for Windows 10 is ending shortly, which means that it will no longer be able to be updated with essential security updates. The Clerk clarifies that the PC is not a server computer but acts as one for the councils shared drive. Councillor Harris advised that Microsoft was offering a three-year extension package to continue having the security updates. It was considered that the cost of doing this would be comparable to the cost of purchasing a new PC, and therefore it was felt that a quote should be sought for a new computer.

Recommendation: Officers to obtain a quote for a new computer.

5. Other topics:**i. Implications of phasing out telephone landlines to digital systems:**

The Clerk explained that the pavilion alarm remote monitoring signalling system was on an analogue phone line, and officers would need to double check with the alarm company to ensure that the system has been upgraded to a digital system.

Recommendation: Officers to check with the alarm company whether the pavilion alarm system was now digital.

ii. Use of AI:

The Clerk noted that several AI tools are now available that can help officers and councillors work more efficiently. She explained that with the paid version of ChatGPT, users have greater control over their data, which is not shared externally. In contrast, data from the free version may be used to improve the AI system. The Clerk had observed a trial where AI was used to assist in drafting responses to planning applications. The tool could be instructed to refer to only the UK National Planning Policy Framework (NPPF), the Neighbourhood Plan, and the application documents to generate a response based on these sources. Additionally, the software can compare existing financial regulations with updated versions and automatically produce a revised document without the need for an officer to go through it. This does, however, pose a risk because when officers manually review and update regulations, they gain a clear understanding of the changes. If AI undertakes this task, this clear knowledge and understanding may be lost.

It was felt that this was worth looking into to see what tools that were out there may benefit the council to work smarter.

iii. **Use of apps for residents and staff:**

The Clerk explained that there were apps out there that can report on play area and allotment inspections. Currently, the Caretaker is writing his inspections down on a check sheet, but an app may be an option, especially as photos could be uploaded of any equipment faults.

Meeting closed at 8.50pm

Signed.....
Chairman, Monday 20th October 2025

PRESS RELEASE

For immediate release

Date: 15th October

Melksham Community Support Service wins Community First “Local Council Community Project” Award

Age UK Wiltshire is proud to announce that the Melksham Community Support service has been selected as the winner of the Local Council Community Project award at the Community First AGM & Awards 2025, held on Wednesday 8th October at Devizes Town Hall.

The Community First Awards recognise and celebrate the exceptional contributions made by groups, organisations and volunteers across Wiltshire and Swindon.

The Melksham Community Support service stood out among many nominations for its ongoing commitment to enhancing the wellbeing and quality of life of older people in and around Melksham, help people live more independently and feel better connected with their communities.

The award was presented during the formal proceedings of the AGM & Awards Celebration, attended by Community First staff, trustees, members, volunteers, award winners and guests.

The initiative is a collaborative partnership between Age UK Wiltshire, Melksham Without Parish Council, and Melksham Town Council, and provides vital help to older people across the local area, offering practical support, advice and companionship, especially during times of hardship and change. The service has supported many people in the area, from home visits and signposting to services to helping people get out and get involved in community activities. This award from Community First is a testament to the dedication of Sarah Thompson, the Senior Project Worker, and the volunteers who support the service.

Cllr David Pafford, Acting Chair, MWPC, says, “The work done by Sarah Thomson and her colleagues in Age UK Wiltshire has been of enormous benefit to our community. Many residents have been able to connect to services and activities that had previously been impossible for them. Their participation enriches their lives and makes our community more inclusive. Melksham Without Parish Council is proud to be associated with this project and we congratulate all those involved.”

Melksham Town Council said, “Age UK Wiltshire has made an invaluable contribution to our community, offering essential support, companionship, and advocacy for older people. Their tireless work ensures that some of our most vulnerable residents are not

only heard but genuinely cared for. We are proud to recognise and celebrate their ongoing commitment to dignity, inclusion, and wellbeing for all older adults."

"We are deeply honoured by this recognition," said Sarah Cardy, CEO of Age UK Wiltshire. "Melksham Community Support exists to strengthen our community and help older people live with dignity, connection and support. This award from Community First shines a spotlight on what can be achieved when organisations, volunteers and local councils collaborate."

For more information about the Melksham Community Support service, please see our webpage - <https://www.ageuk.org.uk/wiltshire/our-services/mcss/>

If you or someone you know could benefit from support, or if you'd like to volunteer, please get in touch with Melksham Community Support on 01225 809265 or email melksham@ageukwiltshire.org.uk



Teresa Strange

From: Kate Brooks <kate.brooks@ageukwiltshire.org.uk>
Sent: 23 September 2025 14:38
To: Teresa Strange; ceo@melksham-tc.gov.uk
Subject: Melksham Community Support - 2026/27

Hi both,

I hope you're well.

We'd love to be able to continue the Melksham Community Support service next year if possible. The award-winning Melksham Community Support service, in fact! Thanks, Teresa, for nominating MCS – we're all so pleased, and it will generate some good publicity too.

I've been asked for a budget figure for next year. Obviously at this stage of the year there are still unknowns, but we're working with a provisional inflationary figure of 3%. For MCS this would mean an annual payment of £12,730 for each council. Please do get in touch if you have any questions or anything you'd like to discuss.

Finally, the Daytime Disco is coming soon! You're very welcome to attend or pop in if you're able to.

Many thanks.

Best wishes,
Kate

Kate Brooks
Operations Manager | Deputy CEO
Age UK Wiltshire and Age UK Southampton

T: 07931 758401 | E: kate.brooks@ageukwiltshire.org.uk

Devizes office: Units 9 and 10, Prince Maurice Court, Devizes SN10 2RT
Salisbury office: 44 Catherine Street, Salisbury, SP1 2DD
Southampton office: Padwell Road Day Centre, Padwell Road, Southampton, SO14 6QS

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T: 0808 196 24 24 E: enquiries@ageukwiltshire.org.uk W: www.ageukwiltshire.org.uk

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Fiona Dey

From: Church, Peter Wg Cdr (RAFAC-SW-DW-OC) <oc.dww@rafac.mod.gov.uk>
Sent: 29 September 2025 17:16
To: Fiona Dey
Cc: Gerrish, Darren Flt Lt (RAFAC-SW-DW-2385-OC); Cook, Carolyn Acting Pilot Officer (RAFAC-SW-DW-2385-ADJ); Regan, Raymond Sqn Ldr (RAFAC-SW-DW-SC6)
Subject: Fw: Question about the Air Cadet building in Bowerhill

Dear Fiona

Thank you for your email and for sharing your residents' concerns. Flight Lieutenant Gerrish has forwarded your correspondence to me as the Officer Commanding Dorset & Wilts Wing, and I wanted to address this matter directly.

I fully appreciate the importance of the Squadron to the local community and understand the concerns raised following recent updates. To provide some context, the Squadron building was closed due to safety issues stemming from self-help works, which made the premises unsafe for cadets and volunteers. The safety and wellbeing of all personnel are our top priorities, and the decision to close the building was unavoidable.

While refurbishment was initially planned, I want to reassure you that there are no plans to permanently close or relocate the Squadron. Our intention remains to refurbish the current building to ensure it meets the required standards for safe and effective use. The Reserve Forces' and Cadets' Association (RFCA) manages our estate and oversees the maintenance and refurbishment of our buildings. As a Ministry of Defence (MOD)-sponsored cadet force, we must adhere to MOD procurement processes for all contracts. This ensures compliance, value for money, and that work is completed to the necessary standards, though it can sometimes lead to delays.

In the interim, arrangements have been made for cadets and volunteers to parade at 1995 (Bradford on Avon) Squadron. This ensures they can continue to participate in activities and enjoy a full cadet experience while we work to resolve the situation.

Thank you again for raising this matter, and please do not hesitate to contact me if you have further questions.

Kind regards

Pete

P I Church
Wing Commander
Officer Commanding
Dorset & Wiltshire Wing
Royal Air Force Air Cadets



From: Gerrish, Darren Flt Lt (RAFAC-SW-DW-2385-OC) <oc.2385@rafac.mod.gov.uk>
Sent: Monday, September 29, 2025 3:27:54 pm
To: Fiona Dey <office@melkshamwithout-pc.gov.uk>; Regan, Raymond Sqn Ldr (RAFAC-SW-DW-SC6) <wsc6.dww@rafac.mod.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Cook, Carolyn Acting Pilot Officer (RAFAC-SW-DW-2385-ADJ) <adj.2385@rafac.mod.gov.uk>; nick.holder@wiltshire.gov.uk <nick.holder@wiltshire.gov.uk>; Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>; Stokes, Charlie <charlie.stokes@wiltshire.gov.uk>
Subject: Re: Question about the Air Cadet building in Bowerhill

Good afternoon,

thank you for your interest and concern, it is much appreciated.

I have been advised to forward any correspondence up the chain of command. Accordingly, I have copied in our Sector Commander, Sqn Ldr Regan.

I trust that you will receive a response in due course.

Best Regards,

Darren

Flight Lieutenant D Gerrish RAFAC
Officer Commanding 2385 (Melksham) Squadron ATC

Email: oc.2385@rafac.mod.gov.uk
Mobile: +44 (0)7804498894

Website: www.2385atc.org.uk
Twitter: [@2385MelkshamSqn](https://twitter.com/2385MelkshamSqn)
Facebook: [@2385MelkshamSqn](https://www.facebook.com/2385MelkshamSqn)
Sqn Tel: 01225 700979 - Answered Wed & Fri (19.00 to 21.30)

From: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Sent: 29 September 2025 09:02
To: Gerrish, Darren Flt Lt (RAFAC-SW-DW-2385-OC) <oc.2385@rafac.mod.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Cook, Carolyn Acting Pilot Officer (RAFAC-SW-DW-2385-

ADJ) <adj.2385@rafac.mod.gov.uk>; nick.holder@wiltshire.gov.uk <nick.holder@wiltshire.gov.uk>; Martin Franks <martin.franks@melkshamwithout-pc.gov.uk>; Stokes, Charlie <charlie.stokes@wiltshire.gov.uk>

Subject: RE: Question about the Air Cadet building in Bowerhill

Good Morning,

I understand from Social Media that the situation with the refurbishment has changed. Please can you confirm that the Social Media posts are correct and provide an update on the current situation? If there is anything we can do to help please let us know.



Anonymous participant

27 September at 21:43 · 🌐

...

The **Melksham Air Cadets** facility has been closed for an unacceptable duration of **eight months**, initially under the premise of 'urgent works.' Critically, I understand that **funding for this project was allocated**, and the works were firmly scheduled for execution within **this current financial year**.

The Staff, all of whom are volunteers, were recently directed to empty the premises this past weekend in preparation for the imminent commencement of the works. We are now informed that these already-funded and scheduled works have been **indefinitely postponed, with no explanation provided**.

This is not merely a logistical failure; it represents a significant lapse in fiduciary responsibility and a demonstrable failure to execute a funded, mandated commitment. This inexplicable decision immediately forces our cadets to relocate to the Bradford-on-Avon facility, which lacks the superior amenities crucial for their development that the Melksham site provided.

We urge all parents to formally write to the person in charge to **demand an immediate and detailed explanation** for the diversion or deferral of allocated funds and to insist upon a **binding, revised schedule** for the immediate commencement of these works.



3

13 comments

Kind regards

Fiona

From: Gerrish, Darren Flt Lt (RAFAC-SW-DW-2385-OC) <oc.2385@rafac.mod.gov.uk>

Sent: 19 September 2025 19:56

To: Fiona Dey <office@melkshamwithout-pc.gov.uk>

Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Cook, Carolyn Acting Pilot Officer (RAFAC-SW-DW-2385-ADJ) <adj.2385@rafac.mod.gov.uk>

Subject: Re: Question about the Air Cadet building in Bowerhill

Good evening,

we have unfortunately been closed for some time following an inspection of the buildings, the good news is we have secured funding from the MOD to have both buildings refurbished which should be completed in the next couple of months, following on from this refurbishment we are hoping to be back operation in the new year. The Squadron is still running either using the sports field or if inclement weather at Bradford on Avon squadron.

Best Regards,

Darren

Flight Lieutenant D Gerrish RAFAC
Officer Commanding 2385 (Melksham) Squadron ATC

Email: oc.2385@rafac.mod.gov.uk
Mobile: +44 (0)7804498894

Website: www.2385atc.org.uk
Twitter: [@2385MelkshamSqn](https://twitter.com/2385MelkshamSqn)
Facebook: [@2385MelkshamSqn](https://www.facebook.com/2385MelkshamSqn)
Sqn Tel: 01225 700979 - Answered Wed & Fri (19.00 to 21.30)

From: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Sent: 17 September 2025 08:53
To: Gerrish, Darren Flt Lt (RAFAC-SW-DW-2385-OC) <oc.2385@rafac.mod.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Question about the Air Cadet building in Bowerhill

Dear Flight Lieutenant Gerrish,

At Melksham Without Parish Council, we have had a question passed on to us from a resident and I'm hoping that you will be able to provide an answer. The resident has concerns regarding the closure of the building the Air Cadets use in Bowerhill. Are there plans to reopen it again for the Air Cadets after refurbishment? And do you have any timelines of when the refurbishment be completed?

Many thanks and Kind regards
Fiona

Fiona Dey
Parish Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
office@melkshamwithout-pc.gov.uk
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news
On twitter: @melkshamwithout On Instagram: melkshamwithoutpc

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Teresa Strange

From: Graham Ellis <graham@sn12.net>
Sent: 07 October 2025 11:42
To: Graham Ellis
Subject: Melksham Train service - report on reliability issues and request to MP to help us overcome them
Attachments: bmp20251007.pdf

Ladies and Gentlemen,

The train service at Melksham has become unreliable - so prone to cancellation that it's unpromotable to new users and a challenge for existing customers. Some other stations also have problems but Melksham is by far the worst. I have written - at the request of the Melksham Transport User Group and the West Wiltshire Rail User group - to our MP asking him to use his ability to oil wheels to help bring our service up toward scratch. We have had 33% weekend cancellation and 11% all week this summer against a local standard of 7% and 4%.

As well as my cover letter to Brian Mathew, I have written up the issue in detail, and with some questions and suggestions, copy report attached. From many years involvement, I do know many of the players involved and indeed was part of a timetable briefing for next year with them on Friday - where their planning manager notable failed to address questions about how timetable changes might effect our reliability. And I am not relying just on Brian to follow through on this.

A separate email has already gone to Town and Parish reps to the Melksham Transport User Group; this circular by bcc is to reach the other who I've said I will copy - councillors and wannabe councillors in my own ward, for the station, and clerks of both councils.

Graham

Graham Ellis - graham@sn12.net
Links via <https://www.sn12.net>
07974 925 928 / 01225 708225
48 Spa Road, Melksham SN12 7NY, UK

Request to Brian Mathew, MP

to help oil the wheels for our train operator (GWR) to provide a service that calls as per the timetable at Melksham Station, 7th October 2025

The problem

Trains that are timetabled to call at Melksham often fail to do so. They are often cancelled at only a few hours notice - sometimes less - and that disrupts customers travel plans. The problem at Melksham is disproportionate to elsewhere. See charts on pages 4 and 10

The immediate request

That the organisation operating the trains (GWR) that provides us in Melksham with a more reliable service - reducing cancellations here to the same level (rate) they achieve at other stations in the region.

List of contents

2	Covering letter
3	List of key players circulated
4.	Management overview of the issue with initial numbers
5 to 10	Detail and analysis on analysing and reducing the cancellations
10	Minimising the passenger discomfort on cancellations
11	On keeping passengers informed
12	More data and the wider scene
13,14	Public transport strategy for Melksham
15 to 18	Melksham Transport User Group - achievements and objectives

Disclaimer – information included in this report is accurate and complete to the best of my knowledge and reflects the views I have been asked to convey to Dr Brian Mathew by the Melksham Transport User Group and the West Wiltshire Rail User Group. It is, however, "Errors and omissions excepted" – in other words, I have done my best but it is not guaranteed error free, and neither I nor the groups cannot accept any responsibility for errors or their consequences

Please feel free to share this report, including my contact details. I am ...

Graham Ellis - graham@sn12.net
07974 925 928 / 01225 708225

Links via <https://www.sn12.net>

48 Spa Road, Melksham SN12 7NY

Data sources include

<https://www.ontimetrains.co.uk/>
<https://www.recenttraintimes.co.uk>
<https://www.railwaydata.co.uk>

<https://www.realtimetrains.co.uk>
<https://www.passenger.chat>

I am also informed by various meetings and emails and that include the recent confidential session attended by passenger group representatives with GWR including data I am not at liberty to share but helps me know where we are going

Graham Ellis / Melksham Transport User Group to Brian Mathew. 7.10.2025 page 1 of 18 V1.0

7th October 2025

from: Graham Ellis of 48, Spa Road, Melksham, SN12 7NY
On behalf of the Melksham Transport User Group
and others in the Melksham Community

07974 925 928 / 01225 708225
graham@sn12.net

Dear Brian,

11% of train services at Melksham station have been cancelled at short notice (on the day) for the past 12 weeks. That cancellation rose to 33% at weekends this summer. **Can we ask you, please, to oil a few wheels and help persuade the powers that be and their operating agents and teams to provide a train service for Melksham that's as reliable as at stations that serve other towns in the area?**

Melksham's train service is thinner than at any other Wiltshire Town anyway. That is something to be addressed in the medium term. This is an urgent request to get reliability to the level of stations like Bradford-on-Avon and Chippenham (they have about 4% cancellation)– just for a level playing field.

I have personally been involved in public transport campaigning in Melksham for years. These issues are not new but have got much worse. I would love to go back to being able to help promote the service, but cannot do so while their reliability is dire. **We have been given promises of the issues being looked at, of meetings, of suggested action to fix issues over many years. Sadly, passengers cannot travel on promises. They need trains.**

Please feel free to share this letter (I am doing so with key players who could help) , attachments and my details.

Yours sincerely,

Graham Ellis

Written on behalf of the Melksham Transport User Group. It's a unanimous request of the committee, voting members including the representatives of Melksham Town Council and Melksham Without Parish Council. Also on behalf of the West Wiltshire Rail User Group, meeting on the evening of 1st October and of community colleagues at the GWR regional briefing of 3rd October 2025.

For readers of this letter, Melksham is the largest town in your Melksham and Devizes constituency, with a population of around 25,000 and it has strong links to other towns in the area in a shared economic environment. Trains provide a very real quality of life and business benefit to the users, who are disproportionately those who cannot or do not wish to drive themselves for age, medical, financial, legal, convenience, environmental or other reasons.

To: Brian Mathew, MP for Melksham and Devizes
by email to brian.mathew.mp@parliament.uk

Graham Ellis / Melksham Transport User Group to Brian Mathew. 7.10.2025 page 2 of 18 V1.0

Letter Graham Ellis for MTUG to Brian Mathew MP, 7.10.2025. Copy ...

- from GWR briefing 3.10.2025 - service provider:

Thomas Lydon (GWR Head of public relations)
Janice Medland (Long term timetable planning manager)
Andy McRae (Engineering possessions planning)
Dan Okey (also for TransWilts Community Rail Partnership)
Hannah Shackleford (Regional Development Manager, Bristol area)

- from GWR briefing 3.10.2025- being briefed

Bryony Chetwode (TravelWatch SouthWest)
Nina Howe (Transport Focus)
Bob Morrison (for TransWilts Community Rail Partnership)

- from MTUG meeting 25.9.2025

Emma Calland (for Melksham Town Council)
Kevin Davies (Committee and Treasurer)
John Hamley (Neighbourhood Plan for Transport)
Mark Harris (for Melksham Without Parish Council)
Clive Jefferies (Committee)
Saffi Rabey (for Melksham Town Council, and Mayor)

- from WWUG meeting 1.10.2025

John Baxter (secretary and B-o-A station rep)
Richard Cowell (chair, also at GWR briefing)
Ruth Vincent (station rep, Dilton Marsh)

- Also copied

Heidi Alexander (MP for Swindon South and also Transport Secretary)
Sarah Gibson (MP for Chippenham)
Andrew Murrison (MP for Trowbridge and Westbury)
Mark Hopwood (GWR MD)
Nick Reid (GWR - bus and train integration)
Jordan Welsby (GWR - Station / Area manager – Westbury)

Phil Alford (Wiltshire Councillor, and a town councillor, for Melksham Station)
Hayley Bell (CEO, Melksham Town)
John Glover (Chair of Melksham Without Parish Council)
Andrew Griffin and Jennie Crossley (my other Town Councillors)
Jon Hubbard (my Wiltshire Councillor)
Jon Leach and Tom Price (MTC by-election candidates, 9.10.2025)
Shirley McCarthy (Chair, Melksham Environment Group)
Teresa Strange (Clerk, Melksham Without)

WWRUG includes station reps from Avoncliff, Bradford-on-Avon and Melksham (your constituency) and Dilton Marsh, Trowbridge, Warminster and Westbury (Andrew Murrison - cc'd and who has been a good friend of our rail services).

Ladies and Gentlemen, please can we work together, provide, support a working, reliable train service to, from and through Melksham.

Train service reliability at Melksham

1. Management overview

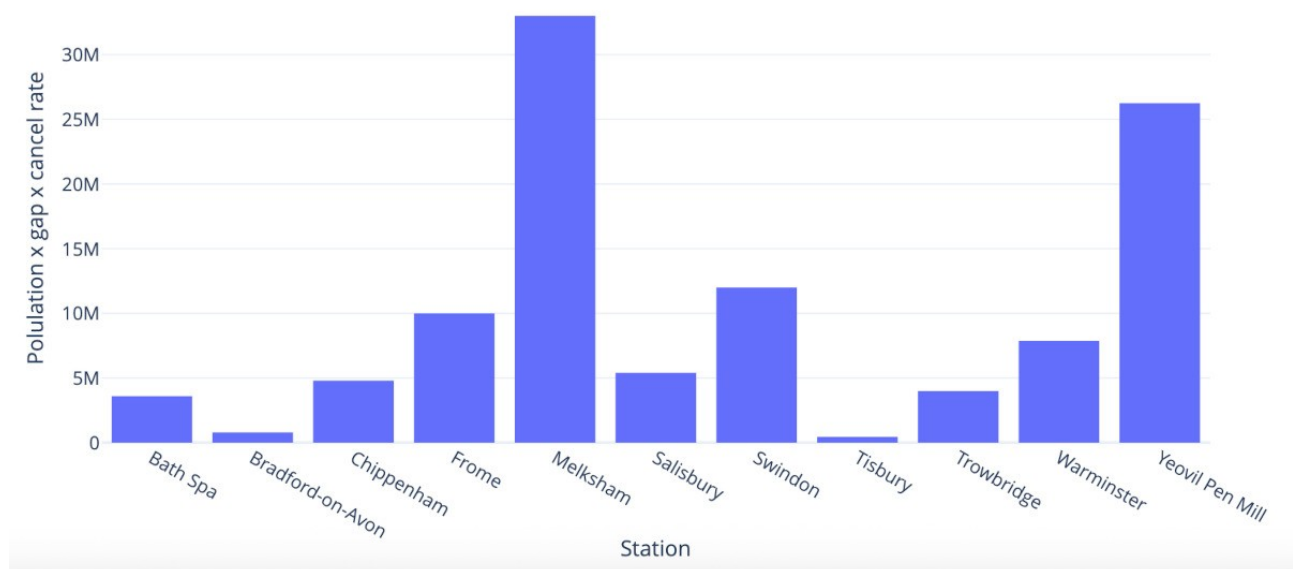
The problem

Trains that are timetabled to call at Melksham often fail to do so - they are cancelled at only a few hours notice - sometimes less - and that disrupts customers travel plans. The problem at Melksham is disproportionate to elsewhere. See chart below.

The immediate request

That the organisation operating the trains provides us in Melksham with a more reliable service - reducing cancellations here to the same level (rate) they achieve at other stations in the region.

Cancellation - relative effect of community - 12 weeks to 25th September 2025



Note that the Yeovil figure in this table is for Yeovil Pen Mill Station. The town is also served by Yeovil Junction station and if that is added into the algorithm, the effect of a cancellation on the community drops.

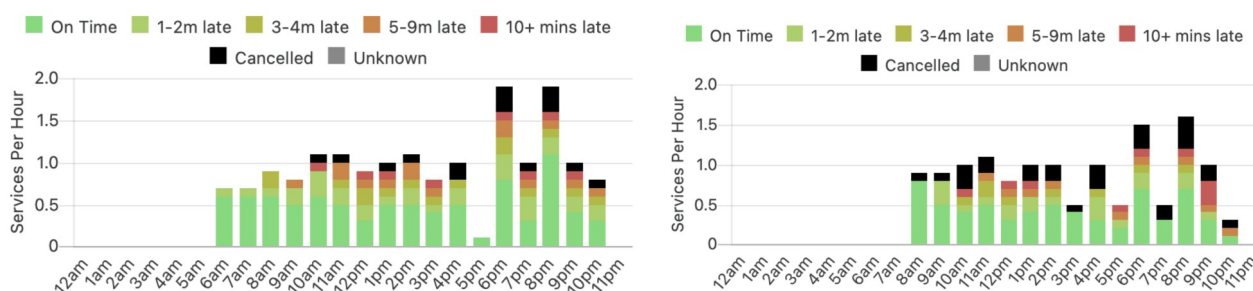
2. The detail and analysis

Trains that are timetabled to call at Melksham often fail to do so - they are cancelled with only a few hours notice - sometimes less - and that disrupts customers travel plans. With trains being infrequent in the first place, and no quick immediate alternative way of making the same journey, passengers are being put off using the train to their detriment - and the detriment of the town, and of the rail industry's income.

2.1 The methods

I am writing this report for our passenger groups, but the readers will be largely industry professionals. It's not for us to tell you how to do your job, but we can help by telling you what passenger changes are most sought - i.e. tell you about customer needs. And we can also ask about ideas - "could you xxxx" and perhaps we'll suggest something that might work / might not have been thought of.

Who do we ask? At the present time, we need to ask First Great Western Ltd, trading as Great Western Railway. They are contracted to run our trains. They have ongoing relationships with many other organisations such as the Department for Transport, Network Rail, Angel Trains, OCS (Global Facilities Services Group), Crown Oil (unconfirmed), trade unions, Jermyn Street Design, etc but those are subcontractors / suppliers and it is GWR's responsibility to work with them to bring together an appropriate train service.



Cancellations at Melksham over the last 12 weeks showing how the cancellation rate goes up later in the day – meaning that people go out for the day (most journeys are day returns) and get stranded on the way home.

Statistically, 11% cancellations suggests that 21% of day return trips will be cancelled in one direction of the other

2.2 Reducing the cancellations

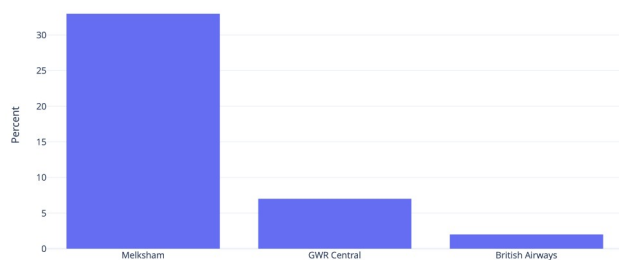
2.2.0 – What is a reasonable cancellation rate?

* Great Western Railway's Regional Development Manager for the Bristol (Central) region, Hannah Shackelford, described their performance across the patch as "pretty good" at the briefing on 3rd October. **Taking a pretty average station in the Bristol area – Yatton – I note a recent (12 week) cancellation rates of 7% at weekends and 4% overall.**

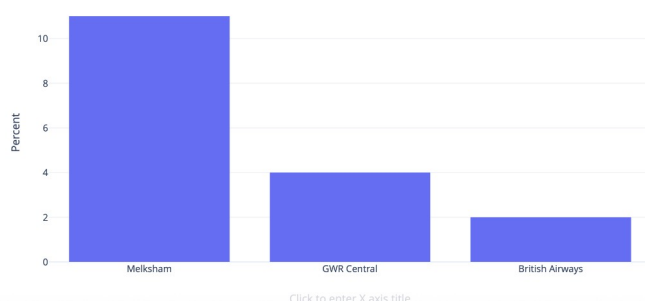
* Which? Magazine in reviewing airlines is critical of short notice cancellation rates of 2% (**British Airways, 2.2%**, a "Poor record", and the very worst short haul reported earlier this year is 3.9% - so it seems that the rail industry in the Bristol area seem happy with what the Consumers Association

*** Cancellation rates at Melksham over the 12 weeks to late September are 33% at weekends and 11% over the whole week.**

Short term cancellation rates - weekend - summer 2025



Short term cancellation rates - all week - summer 2025



All we are asking for Melksham is that GWR reduce their cancellation rate with immediate effect to the same average level that they cancel trains across the rest of their Central Patch.

Why are trains at Melksham being cancelled?

2.2.1 Many - or even most cancellations on-the-day are explained to us as being for just two reasons

2.2.1.1 shortage of train crew

2.2.1.2 train crew being delayed by service disruption.

GWR tell us that they have enough staff. However, it appears that they are not the right staff in the right place with the right training at the right time.

Furthermore, there are not enough staff available when anything goes wrong – not just on the line through Melksham but elsewhere on the network.

Train operating regimes are complex with drivers and train managers frequently changed en-route or between lines. As an example, main line train drivers are scheduled to drive the 12:17 Westbury to Swindon. They arrive into Westbury at 11:56 from Paddington – or are supposed to. However, in the last 12 weeks that train has only arrived into Westbury on time or within 5 minutes on 57% of days. 17% of the time it has been over 20 minutes late, which means the local train is delayed – it's been over 30 minutes late 12% of the time (7 occasions out of 60) and that's likely to mean that the 12:17 and the return train from Swindon at 13:14

We know that staff need to have "signed" knowledge of the lines they drive. We are told that changes made have reduced the number of lines each driver learns and so there's a shortage of staff with the right knowledge.

We also understand that the line through Melksham is operationally very easy to cancel without further knock on. Drivers do not change on the way, unlike other lines though Westbury, so by cancelling a Melksham train there is not the knock-on there would be of a train getting to – say – Salisbury or Bristol – with no driver to take it on. The Melksham line is an easy sacrificial lamb.

Great Western's Long Term Planning manager, Janice Medland, told us on 3rd of October that GWR are adding some minutes into train some trains into Paddington in December to improve timetable resilience, but she declined to comment on timetable and rostering considerations for Melksham. It was explained to me that this is complicated (which I know). Dan Okey of GWR has promised a meeting and to come back with dates, but in spite of reminders we still await a date. In any case, just having a meeting will not in itself sort out the problems that Dan, Janice, Hannah and others are paid to correct, or explain to us why these performance stats are acceptable.

I note "Better buses and more reliable trains have been promised by Swindon South MP Heidi Alexander." at the Labour conference last week. Heidi is the transport minister – please, Heidi, can you help GWR provide this reliability from your own constituency.

2.2.2 The second group of cancellations - and they are frequent enough for us to roll our eye and say "oh no - not again" relate to the supply of working trains, right place, right time:

2.2.2.1 more trains than usual needing repairs at the same time

2.2.2.2 a broken down train

2.2.2.3 a fault on this train

The lack of an available train can be described as the lack of a spare when something goes wrong. A "broken down train" when we dig deeper often seems to be that a train that was running – or supposed to run – a different service has failed, and the train that was at Westbury intended to shuttle up and down to Swindon has been commandeered to run that other service which it would be much more complicated to remove with crew waiting all over the place to step in and take it on part of the journey – see previous page.

With GWR running with a minimum of spares (trains and parts) there can be issues with unexpected repair and backlogged repairs stacking up. For some things – such as Air-con and toilets – there can be a compromise and we see trains running without loos, but for doors and brakes, safety much be paramount.

The class 165, 166 and 158 trains used on our line are all now rather mature diesel trains, and as they get older so their reliability and availability reduces. Good reason to increase the spare train buffer, and perhaps invest more heavily in preventative maintenance so that problems are caught before they cause a breakdown. It is noted that cancellation on the day at Tisbury – also in Wiltshire – are just 1% and that station is served exclusively by class 158 and 159 trains from the SWR Salisbury depot, which seems to be an example of what can be done – and often seems to have a spare train or two sitting outside. But in Melksham our GWR trains are from Bristol these days

GWR operates "Multiple unit" trains allowing them – in theory to be coupled to one another. But that's only within the same group of classes. So if (say) a 158 needs to go back to Bristol for refuelling, it has to go on its own or attached to another 158, and can't attach to a 165 or 166 which also serve the lines in our area. This makes it harder for GWR to swap over trains in our area where one needs depot attention.

Broken down trains may also refer to a freight train that "sits down" on our line, or a train breaking down elsewhere that means that longer distance trains get diverted through Melksham, with the train that would normally stop at Melksham being cancelled to give priority to that longer distance train; our line is single track, without intermediate signals, passing loops, or lay-bys at either end and there isn't capacity for reliable long distance and local trains at present.

2.2.3 we also see other reasons from time to time that suggest a failure to provide a usable railway by the infrastructure provider:

- 2.2.3.1 fault with the signalling system
- 2.2.3.2 engineering works not being finished on time
- 2.2.3.3 a power cut at the station
- 2.2.3.4 a tree blocking the railway
- 2.2.3.5 a safety inspection of the track

Network Rail have a lot of infrastructure to maintain and sometimes it will fail. Weather is challenging, and climate change has led to more extreme weather conditions and also more vegetation growth.

There are times when the time taken to repair / reopen the line through Melksham seem to exceed times taken elsewhere – not in the recent stats, but a year of data would show line closure due to ice and snow; we understand that the point to get onto the line at Trowbridge may not be as hardy against freezing as others, and with a caution may not be operated to allow trains to run via Melksham.

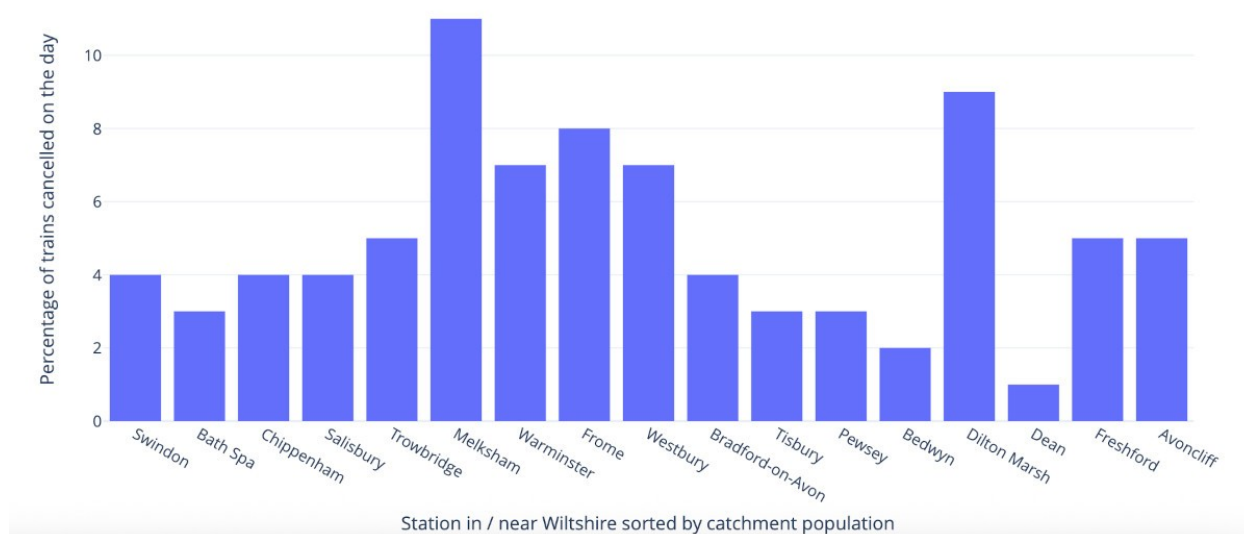
We also understand that where multiple infrastructure issues are taking place, the limited staff resources work on other lines first.

Finally to note – infrastructure issues on other lines often cause main line train diversions through Melksham. I am delighted that some of these diverted trains can now stop at Melksham in place of cancelled local services (the line does not have the capacity to handle local and long distance trains at the same time). This is a welcome development which – however – does nothing to address the major cancellation issues in 2.2.1 and 2.2.2

2.2.4 And there are other occasional reasons which, realistically, can't be prevented and even if they were it would make little difference to the current overall cancellation rate

- 2.2.4.1 a member of on-train staff being taken ill.
- 2.2.4.2 passengers causing a disturbance on a train.

These things – and many more – happen. Whilst all of them are worth careful thought and mitigation to ensure they remain rare and easily fixed, no action on them at present will reduce the dreadful short term cancellation problems.



3. Provide better backup

The main request – the MUST – is to reduce the cancellation rate, with a short term target for it to be no worse than the current average for the area. See diagram above. Melksham is currently at 11%, Dilton Marsh at 8%; we are asking for 2 out of 3 cancellations not to happen at all. However, we appreciate that there will still remain some occasions on which trains are cancelled. That's where we ask for better backup / mitigation for customers. For sure it costs money at each use – but it should only be used far less often.

- * Buses or taxis should automatically be provided when trains are cancelled. During daytime, the x34 bus could and perhaps always should call at Chippenham and Melksham Stations, and Trinity Church Trowbridge, with rail tickets accepted and with times shown on train departure boards.

- * When local trains are cancelled to allow long distance trains (planned engineering works as well as short term diversions) through the line, they should make intermediate calls to provide the alternative, as has just – embryonic – started to happen.

- * Staff and / or local community volunteers could be on call to formally help interface passengers and their amended travel needs to the control centres who know what is happening and can advise. This has been done informally in the past and has a very useful mitigation outcome. Not unique to Melksham – ask me to recount the story of 40 passengers, no staff, and a supposed wait from twenty past five until ten to eight at unstaffed Dorchester West 13.9.2025

- * When short of a train manager, can passengers travel at no charge. This morning – driver but no manager. Train ran, but empty shown as “cancelled”

- * Allow longer on inbound advance ticket connections. The 18:36 from London / promoted connection at Westbury has failed to connect for Melksham 1 night in 4 for the last 12 weeks. Why not offer the 18:08 train instead?

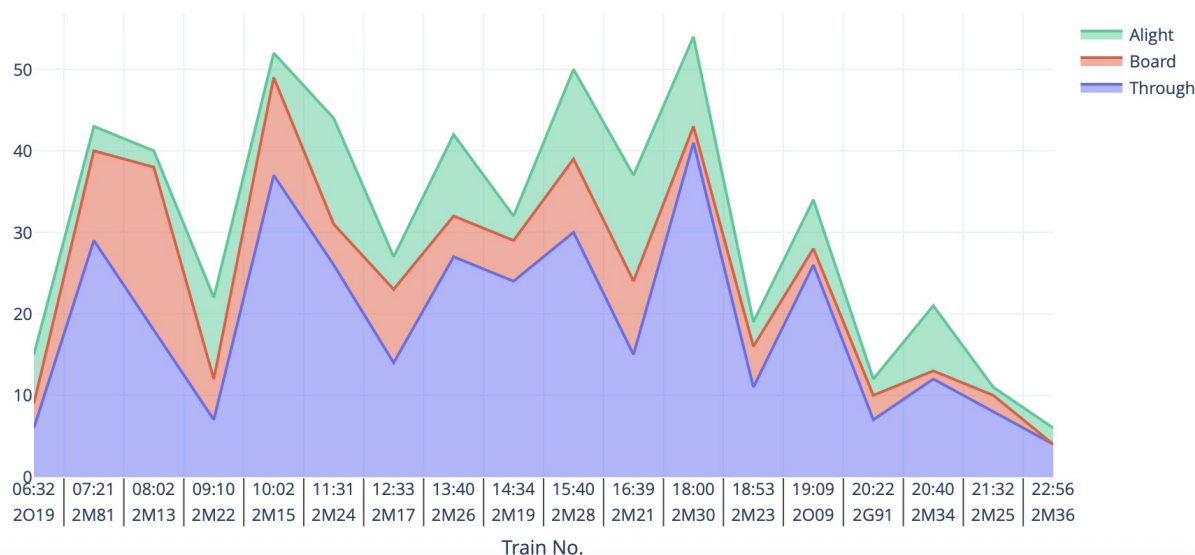
4. Provide accurate, complete information

Trains are often flagged “this train will be cancelled” but then get re-instated. I would make an educated guess that the

11% cancellation statistic masks a flagged cancellation rate of around 13%. It is quite common to see a train cancelled but then be re-instated. I travelled on a re-instated train last month and there were just 5 passengers where the train averages several time that – customers needlessly driven away. We do know what normal loadings are.

Suggestion – GWR will know which trains they are looking to restore. Please tell us these **might** be cancelled not **will** be cancelled with advise to check back later

Passenger numbers at Melksham on a typical summer weekday in 2024



Provide alternative bus information – especially inbound. I have been told to wait 4 hours at Westbury for the next train – “no alternative booked” – but knew that I could take train to Trowbridge, bus from there, home just 30 minutes late.

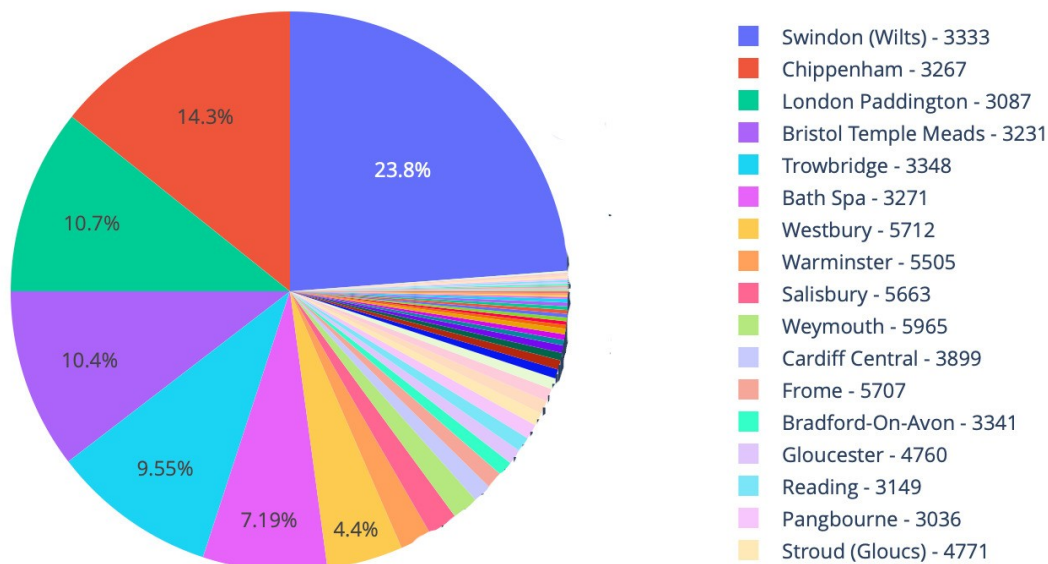
Let us know of cancellations well ahead – day before is better than when you wake up in the morning!

Offer “via Melksham” prices when you (GWR) cancel the trains. It is cheeky to raise the online Trowbridge-Chippenham fare (for example) from £7.00 to £10.40, yes – for those in the know the train managers to accept the lower fare, but we have to know. Explained it is complicated, but you have already fixed times in the systems so should be able to fix the fares.

5. Some more data

5.1. Where do people go to & from Melksham?

Where are people going from Melksham by train - 2023/24



Based on ticket sales

5.2 What else is on the agenda?

- * Other operators such as Great British Railways
- * Increased service levels from "thin" to appropriate
- * Better connection to and from out trains
- * Station facilities – better walking and bus access
- * Station facilities – more friendly
- * Fare reform
- * **Melksham – a growing town**
- * Environmental issues – more people using trains?
- * How passengers are independently represented in the new order
- * Danger that making it more "reliable" is an excuse to provide fewer services. Noting that trains were far more reliable during Covid when there were few passengers.

The tactics / requests in this report match up and align with long term strategies and with financial prudence. They also match the policies of wider local planning such as the neighbourhood plan.

A public transport strategy for Melksham

to help inform planning agreements / developer contributions

This is what is envisaged - 3rd August 2025 / **minor update September 2025.**

Nothing greatly new here, but notes written while I was travelling and no great opportunity to meet up with others and check it with them – **done for September and adopted by Melksham Without Parish Council.**

* 1. **A train service at least hourly each way** to link Melksham to places across the region - for passengers to Swindon, Bristol, Salisbury, the South West, Southampton and London as well as to Trowbridge, Chippenham and Bath and the 2500 other stations across the network. All day, every day.

* 2. **Bus services in four directions to our neighbouring towns** - north to Chippenham, south to Trowbridge, **east** to Devizes and West to Bath. Serving stops along the way and with selective diversions to serve residential areas as the pass close by. Half hourly during the day, hourly in the evening.

* 3. **An outer area local bus service linking the major roads through the areas that are not within a short walking distance** of the town, campus, supermarkets and station and are not served by the between-town services to those facilities and to the Bowerhill and Hampton Park West employment areas. Running the same hours that the trains are timetabled, hourly, and scheduled to connect with all trains.

* 4. **An inner area local bus service covering especially areas with high populations with more limited mobility with close-to-door services.** Base service every 30 minutes, some street served hourly (alternate services). Monday to Friday, daytime, and bus can be used for early / late school runs and peak station services

* Also (5.) **Other services** such as the 68, 69, 555, x76 and SB2 which are all **for specific current passenger flows** and not to a "general use on the corridor" frequency retained and perhaps adjusted to improve their meeting of their purposes, which are wider than for just Melksham residents.

Where do we stand on reaching those objectives?

We are surprisingly close on many of those strategic objectives, with many of the tactics of recent years heading us in the right direction. As would be expected, there are sometimes steps backwards as well as forward - the most catastrophic of which was combination of the old routes 14 and 15 onto a single vehicle early in Covid - "temporary change due to lack of drivers" but the second vehicle never came back and it has left a gap. What do we need in order to reach the strategic objectives?

a) for item 3 - the outer area local bus service - **we need an all day, every day connecting service.** As trialled and tested for viability in September 2022, and reported / described / updated in the document dated 25th January 2025, which I attach and for which developer contribution should be sought as it will serve the new housing areas being planned as well as other recent developments to the east of Melksham which have no (or just one or two) bus services a day.

b) for item 1 - **the train service needs to be at least hourly each way** - and indeed there is now serious discussion of it running every half hour which would transform it out of recognition. To run even hourly, infrastructure improvements such as a passing loop near Melksham would be needed, and with that the trains going each way in the hour would be at Melksham just a few minutes apart and so a single bus would connect with the trains from and to both directions on the railway. Convention across Europe (and it's practical) have it that bus services arrive a few minutes before the train, then leave directly after the train has called waiting a few minutes if the train is late.

c) for item 2 - **we are short of Sunday evening buses, and buses on all evenings from Chippenham and Trowbridge**. The Sunday bus to Trowbridge needs extending to Trinity Church to connect with trains (it already goes there the rest of the week) and the Monday to Saturday bus to Chippenham needs to go the railway station (it already does on a few inbound in the morning and outbound in the evening, and all day Sundays on request). The Bath bus very usefully calls at the stop on Manvers Street directly opposite the railway station, but does not call thereon its return toward Melksham. From a passenger viewpoint it could usefully do so; passengers who connect from train to bus on a regular basis are too familiar with the sight of the 271/2/3 leaving (passing them) as they dash to the Bus Station to try and catch it.

d) also for item 2 - an **additional bus stop** should be provided on the A365 at the top of Station Approach for the buses to and from Bath to provide connection to the Bowerhill area, and to Shaw and Whitley, and on the A350 to provide connections to Beanacre, and to Semington via Berryfield. The buses here pass by Station Approach at present but without stopping

e) for item 4 - the Town Bus no longer has to stretch to serving the outer areas too, and can offer a more robust service every 30 minutes at busiest times. Consideration should be given to **reversing the direction at least of alternate services** as at present it is unbalanced with up to 3 service an hour running "down" Queensway ("to the doctors from where I live") but none going the other way ("to get back home, I have to take the bus into Town and change buses")

*Correlated by Graham Ellis, former Melksham Town Councillor (retired), deputy chair of Melksham Neighbourhood Plan steering Group, chair of the Melksham Transport User Group. Reachable via graham@sn12.net / written away from Melksham where I will be back from around 15th August. **Now adopted, September 2025.***

I do not have the latest pricing models / examples here with me and I would suggest that the public transport team at Wiltshire Council would be good people to give you a current estimate based on other recent contracts across the country.

The outer service vehicle would require 2 drivers each day, and it would make sense and be much better in the longer term if it were an electric vehicle. For that, an 8 year contract rather than the WC standard of 4 years would justify infrastructure and modern vehicle investment (rather than an older diesel vehicle being drafted in for 4 years) and would set the scene for the inner vehicle going electric at its next contract / renewal. Operating a single local electric vehicle is very much a stepping stone and whilst on that stepping stone robust backup provision – such as the ability

to call up and pay for a stand-in would be needed if the reliable service that passengers would expect and require was to be provided.

GE / 20250921 bstat v1.0



Our mission is to maintain and enhance facilities at Melksham bus stops and railway station and to act as an independent voice of the train and bus users.

We prefer to partner with service planners, operators, infrastructure owners and maintainers and others for our mutual positive benefit, and to promote the use of public and sustainable travel to, from, within and through the Melksham area. We are an unincorporated association run by a committee of volunteers elected by membership at an Annual General Meeting.

We are members of

West Wiltshire
Rail Users Group



And thank the following for their support



<https://www.mtug.org.uk>

Past 15 years - what has changed – trains

- * Gain of daytime services - up to 2 to 8 each way on weekdays
- * Gain of Sunday morning service - summer, and now all year
- * Gain of Monday to Friday then Sunday then Saturday evening service
- * Gain then loss of extra lunchtime service
- * Gain then loss of early morning (05:11) service
- * Retiming of first southbound service to connect at Trowbridge
- * Extension of platform and trains from 1 to 2 or 3 carriages
- * Opening of car park, then switching to paid car park
- * Fare changes provided "via Melksham" for better local travel costs
- * Gain then loss of hub cafe and of cycle hire
- * Gain of ticket machine, CCTV, help point and train departure screens
- * Ability for long distance trains to stop during engineering works
- * Loss of confidence in service due to appalling reliability

Past 15 years - what has changed – buses

- * Loss of evening buses to and from Trowbridge and Chippenham
- * Gain then loss of "Rail link bus" giving peak hour train connections
- * Reduction of town service from 2 to 1 vehicle
- * Gain direct buses from Melksham Forest & Queensway to/from Bath
- * Loss of RUH shuttle though x76 still runs
- * Increase to half hourly to Bath(M-S), Chippenham & Trowbridge (M-F)
- * Consolidation from 2 operators to 1 on Bath <-> Devizes services
- * Re-introduction of Sunday daytime service Trowbridge – Melksham - Chippenham
- * Senior bus cards and £2 and £3 fares
- * Improved Saturday evening service from Bath
- * Real time bus tracking and (now) information in Market Place
- * Splitting of services to Bowerhill between Lowborne and King's Arms.

Coming decade – what *may* change

- * Hourly (or half hourly) trains each way (Bath and Wilts Metro)
- * Better connections (Weymouth, Bristol)
- * Reliable train service
- * More easily understood rail tickets
- * Better walking routes to station and more closer residences
- * Town buses to serve station to connect to and from trains
- * Enabling works such as P0 at Westbury, MKM loop or doubling
- * Electrification - train and bus; What will technology bring?
- * Access for all at Trowbridge to make for easier train changes
- * Cafe / staffing / loos / better information at station
- * Interchangeable bus and train tickets
- * Information systems considering both trains and buses
- * Easier-to-find taxi booking service
- * Increased town bus service and serving new areas

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