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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Wednesday 6th November 2024

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 11th November 2024 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=88635762446>

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.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham

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 **Phil Alford** (Melksham Without North & Shurnhold).
- c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural). To note report.

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 (7b, 8b, 8d, 10b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

6. Public Participation

7. a) To approve the **Minutes of the Full Council Meeting** held on 7th October 2024.

b) To approve the **Confidential Notes** to accompany the Full Council minutes of 7th October 2024.

8. Planning

a) To approve the **Planning Committee Minutes** of 21st October and 4th November 2024.

b) To approve the Confidential Notes to accompany the Planning Committee minutes of 21st October and 4th November 2024.

c) To formally approve the **Planning Committee** recommendations of 21st October and 4th November 2024.

d) To note update on the submission of the reviewed joint Melksham Neighbourhood Plan and decisions taken under delegated powers.

9. Finance

a) To note **Receipts & Payments** reports for October.

b) To seek **cheque signatories/online authority** for November payments.

c) To approve Bank Account and Fund Transfers.

d) To consider initial thoughts/requests to inform the 2025/26 budget preparation

10. Asset Management

- a) To approve the Asset Management Committee minutes of 4th November 2024.
- b) To approve the Confidential Notes to accompany the Asset Management Committee minutes of 4th November 2024.
- c) To formally approve the Asset Management Committee recommendations of 4th November 2024.

11. Staffing:

- a) To receive update on recruitment of replacement Parish Officer
- b) To note the National Joint Council (NJC) have agreed a pay award of £1,290 per annum for all Local Government Services employees for 2024/25 and to consider budget impact
- c) To consider deferring review of the Chair's Allowance until notified of findings/recommendations of the Wiltshire Independent Remuneration Panel
- d) To approve closure of council public office at Christmas for 2 weeks:
Mon 23rd December – Friday 3rd January

12. Partnership Working:

- a) **Age UK:** To receive update and consider Quarter 2 Report for 2024/25.
- b) **Joint Partnership Working:**
 - i) To note feedback from WALC annual conference 5th November
 - ii) To note feedback from SLCC annual training day 8th November
 - iii) To note meeting arranged with Melksham Town Council Deputy Clerk
 - iv) To consider inviting new Melksham Oak Executive Head to meet with the parish council
- c) To note update from Village Hall meeting 17th October
- d) To note update from CAWS CEG Community Action Whitley & Shaw Community Emergency Group 9th October
- e) Update from Melksham Area Health & Wellbeing meeting 17th October

13. To consider submitting comments to the following public consultations

- a) Government consultation on enabling remote attendance and proxy voting at local authority meetings <https://bit.ly/3NOeVLS>
- b) To approve comments to be submitted to the consultation on community EV charging points. <https://bit.ly/3ZLXyTu>

- c) To note Wiltshire Council Countryside Access Improvement Plan engagement survey. <https://bit.ly/3Yp4rrw> **This is for individual responses and not for a council response, a future parish council survey is planned.**

14. Social media:

To consider whether the parish council should discontinue using X (formerly Twitter) following recent changes on the platform.

15. Climate Change:

- a) To note rewilding project being undertaken in Bowerhill by Wiltshire Council
- b) To consider trial in other parts of the UK to remove street lights

Full Council meeting: Monday 11th November 2024

AGENDA ITEM 1

Welcome, Announcements & Housekeeping

Clerk's Note:

- Reminder of meeting with Brian Mathew, MP on Friday 15th November at 12 noon – please come armed with questions
- Road Safety Working Group – was pencilled in for Monday 18th November, proposed date now Monday 27th January (free Monday) or Monday 3rd February after Planning
- Melksham Town Council's Cemetery Working Party on Monday 18th November, information to come from MTC direct
- Internal Audit booked for Weds 18th December

If you are planning on attending the Christmas meal on Monday 9th December please bring your £5 deposit and meal choices.

CHIPPENHAM TOWN COUNCIL
(<https://www.chippenham.gov.uk>)

Your Council



Chippenham Town Councillors

Our Committees

Agendas and Minutes

Calendar of Meetings

Our Corporate Management Team

Corporate Strategic Plan

Annual Report

Finance and Policies

Chippenham Youth Council

History of Governance in Chippenham

Job Vacancies

Data Protection

Sponsorship Opportunities

FOI Requests & Other Documents

Climate & Biodiversity

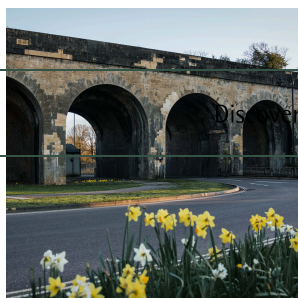
Leaving the Social Media Platform X, formerly Twitter (<https://www.chippenham.gov.uk/leaving-the-social-media-platform-x-formerly-twitter/>)

21st October 2024 / [News archive \(https://www.chippenham.gov.uk/category/news-archive/\)](https://www.chippenham.gov.uk/category/news-archive/)

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Our Services



Discover Chippenham ([HTTPS://WWW.CHIPPENHAM.GOV.UK/DISCOVERCHIPPENHAM/](https://www.chippenham.gov.uk/discoverchippenham/))

The social media platform X, formerly known as Twitter has been a great place to engage with our local community but recent changes on the platform have made us reconsider the Town Council's presence.

We have noticed a significant increase in unfiltered and inappropriate content which does not align with the Town Council's values. There has also been a significant decline in engagement and relevant interaction on the platform.

Therefore, it no longer feels appropriate for the Town Council to remain on X, and after careful consideration, we have decided to remove the Town Council's X account on 1 November 2024.

This will enable all Chippenham Town Council X accounts time to inform their followers about the change for Chippenham Museum, Stanley Park Sports Ground, Neeld Community & Arts Centre, and Chippenham Neighbourhood Plan accounts on the platform.

[What we do \(https://www.chippenham.gov.uk/what-we-do/\)](https://www.chippenham.gov.uk/what-we-do/)

[Your Town Councillors \(https://www.chippenham.gov.uk/?page_id=729\)](https://www.chippenham.gov.uk/?page_id=729)

[Agendas and Minutes \(https://www.chippenham.gov.uk/?page_id=673\)](https://www.chippenham.gov.uk/?page_id=673)

[Job Vacancies \(https://www.chippenham.gov.uk/job-vacancies/\)](https://www.chippenham.gov.uk/job-vacancies/)

[Data Protection \(https://www.chippenham.gov.uk/privacypolicy/\)](https://www.chippenham.gov.uk/privacypolicy/)

Teresa Strange

From: Jonathon Seed <jonathon.seed@hotmail.co.uk>
Sent: 15 October 2024 17:07
To: Jonathon Seed
Subject: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

Winter is now upon us and both wet and cold weather has taken over. Autumn was not cold but it was wet and Summer never really got going. However we move forward and all of us have our own strategies for keeping warm through winter. I am lucky enough to own a small woodland and spend a useful part of the summer months cutting, hauling and chopping enough logs for a winter of open fires. It helps keep me fit and is still just about legal - and it certainly keeps the family warm. However I am acutely aware that most are not so lucky and many struggle to keep warm over winter.

I have long since believed that the richest and poorest in our Country and County manage either on their accrued wealth or the safety net of benefits. However it is those who work hard, sit just above benefit thresholds and who proudly just about manage their own budgets that I am most concerned about. These are the ones who will most miss the winter fuel allowance that probably paid for that extra heating oil that country dwellers (mostly without gas) rely on. It is also this section of our community who were most vociferous when I was out and about delivering leaflets in your area last month. I enjoy delivering leaflets and talking to residents and getting your views because it is those views that matter most in local politics. I am always looking for help with deliveries so let me know if you would like to join me.

Back to the climate and last month I attended a meeting of Wiltshire Council where I spoke in favour of a motion supporting the car as a means of travel in Wiltshire. It is a simple fact that in our very rural community the vast majority of us rely on cars to get all of us and our families around. We have to rely on cars, given the pretty hopeless rural public transport system. This is why I spoke strongly against the increasingly unreasonable attacks on cars that we are seeing in places like Oxford and Bath and to try to warn against these spreading to Wiltshire. This stand did not go down well with the climate change activists but for once common sense prevailed and Wiltshire Council accepted the practicality of our reliance of car travel.

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**MINUTES of the Full Council Meeting of Melksham Without Parish Council held
on Monday 7th October 2024 at
Melksham Without Parish Council Offices (First Floor), Melksham Community
Campus, Market Place, SN12 6ES at 7:00pm**

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

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

In attendance: Wiltshire Councillors Nick Holder and Jonathan Seed (part of the meeting).

221/24 Welcome, Announcements & Housekeeping:

In the absence of Councillor Glover as the Chair, Councillor Pafford as Vice Chair chaired the meeting. He welcomed everyone to the meeting, and as there was one member of the public in attendance who had not attended meetings before, he had given them the evacuation procedures in the event of a fire to read before the meeting. All others in attendance regularly attend council meetings; therefore, the housekeeping message did not need to be read out. Everyone was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

Councillor Pafford made the following announcements:

- The safety surfacing works have been completed at the Hornchurch Road Play area, and it has now reopened. Members viewed photos of the completed surfacing works.
- Members of the Planning Committee were reminded that the pre-app meeting with Tor & Co was being held on Tuesday 8th October at 2.30pm.

222/24 Apologies:

Apologies were received from Councillors Glover and Franks, who were both on holiday; these reasons for absence were accepted.

Councillor Richardson had a prior engagement and Councillor Chivers was in hospital; these reasons for absence were accepted.

It was noted that Wiltshire Councillor Alford had given his apologies as he was unwell.

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

223/24 Invited Guests:

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

It was noted that Councillor Seed has provided members with a report that was issued to the council before the meeting. Councillor Seed wished to update members on the following items:

Planning appeal for land rear of Townsend Farm:

He advised that he had attended the planning appeal and was disappointed with the result of the appeal. He felt that there would be more of these types of applications in the future.

Flooding in Berryfield:

During the recent wet weather, there was some flooding inside of a property on Semington Road. Councillor Seed visited the residents affected to provide them with some reassurance. He explained that this had happened before, but there did not seem to be an obvious reason why this was happening, so this was something that needed to be investigated. He advised that they were now being looked after by their home insurance provider.

Semington Bus Gate:

He explained that people were still driving through the bus gate and were ignoring the obvious enforcement. He advised that there have been around 800 people fined for driving through the bus gate to date.

Councillor Pafford invited questions for Councillor Seed:

Councillor Wood wished to thank Councillor Seed for visiting the parishioners who were flooded. It had previously been thought that the water had come up from the water table and got through the suspended floor; however, upon talking to them, this wasn't the case. It was noted that the water had been collecting in the yard.

b) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder wished to update members on the following items:

Semington Bus Gate:

He explained that not only are people going through the bus gate, but he was informed last week that one of the operatives of idverde was driving through there to empty the bins. As such, idverde has been issued with several penalty notices from Wiltshire Council, which they are currently appealing.

Watercourse at Kittyhawk Close:

Councillor Holder explained that there have been some concerns regarding this watercourse due to some debris causing a blockage. It is understood that a resident had recently erected a fence in this area, and for this to be installed, some brambles next to the watercourse needed to be cut back. Unfortunately, the

brambles had been deposited in the watercourse before any operatives from Wiltshire Council could attend the site to cut the brambles back, which contributed to some of the blockage. Councillor Holder advised that he had met up with the original contractor (who undertook the original works associated with the watercourse) and an officer from the Wiltshire Council Streetscene department last week to discuss the way forward. He informed members that Wiltshire Council are attending the site shortly to cut back the brambles and clear the ditch with a digger. All residents who are affected have already been written to. It has also been agreed that three times a year the Streetscene team will arrange to cut back the brambles to the Hornchurch Road Play Area side of the public open space, and the annual maintenance of the ditch will be put on the flood maintenance team list to prevent this from happening again.

Pathfinder School:

Councillor Holder advised members that the primary school planning application has been approved and the land transfer of this area of land has reverted to Wiltshire Council. It has been agreed with Taylor Wimpey, the developers, that whilst their contractors are continuing to undertake work in that area, the heras fencing will stay up. As soon as they finish the works in that area, permanent fencing similar to the fencing that has been erected to the rear of Bowerhill Primary School will be installed to secure the site, which includes it being locked to prevent illegal access to the site. Keys will be kept at County Hall.

Blackmore Farm:

He explained that he had had a conversation with the planning officer about the land at Blackmore Farm planning application concerning their revised plans for the access off of Sandridge Road. It has been confirmed that even though this site is included in the draft Wiltshire Local Plan, due to the size of the development, it will go forward to the Wiltshire Council Planning Committee.

Draft Wiltshire Local Plan:

Councillor Holder informed members that the draft Local Plan is being discussed at Wiltshire Council cabinet on Tuesday 8th October and will go forward to Wiltshire Council's Full Council meeting next week for approval to be submitted to the planning inspector.

Councillor Pafford invited questions from members:

Councillor Wood queried whether there will be a final sign-off of the landscaping work once Taylor Wimpey finishes the works on the site. Councillor Holder advised that there was still the ongoing provision of landscaping across the whole of the Pathfinder site, which has still not been completed. There were still trees that needed to be replaced, which he understood were due to be actioned this autumn. It was noted that there was still a number of outstanding landscape works to do, which will be undertaken prior to it being transferred over to the management company.

224/24 Public Participation:

There was one member of the public present at the meeting who wished to speak on item 9g, a request for funding towards the refurbishment of 11 Canon Square for a Community Hub. Rev Thomson, the Rector of Melksham Church, explained that he was in attendance to clarify how this project benefits the residents of Melksham Without. He explained that the refurbishment of 11 Canon Square is for the benefit of the whole of Melksham. He went on to explain that people gather outside this building for events such as Remembrance Day, as this is next to the war memorial, which involves the whole of the Melksham area, including the parish. In its current state, it is run down and needs to be refurbished in order to be restored. He explained that there is also a charitable benefit to the whole Melksham area in that there is a suite of flexible and attractive meeting rooms that are going to be used. There is already a queue of charitable organisations who wish to use the space to offer various services. The hope is to provide a benefit to everyone in the local area. It was noted that this building is a Grade II listed building, which increases the refurbishment costs.

Councillor Pafford invited questions:

Councillor Shea-Simonds queried what the current situation was on the current shortfall for the project and whether the project was in the position to start. Rev Thomson explained that they were still waiting on the outcome of some grant applications, but they are currently around £20,000 short; however, this doesn't include decorating, etc. They are hoping to apply to Melksham Town Council for their large grant funding, which is up to £10k.

Councillor Holt queried what the timeline was regarding when works were due to start and when they were looking to open the building. Mr. Thomson advised that the building works are due to start work in around a week's time; however, stonemasonry work has already been started and an asbestos contractor has already been in the building. The goal is for the work to be completed by Easter next year.

Councillor Baines queried whether it was envisaged that other areas, such as Broughton Gifford, Atworth, etc., would use the facility and, if so, whether they had been contacted to provide funding towards the project. Rev Thomson confirmed that they did; however, they had not approached the surrounding parishes yet. He thanked Councillor Baines for the suggestion.

Councillor Sullivan queried what the business model would be once the project was set up. Rev Thomson explained that they would reinvest any revenue into maintenance as well as replacing the roof. He explained that the building survey had come back detailing that the roof would need to be replaced in the short-term future. He explained that it was not required immediately, and they believe that this would be a few more years down the line, but income would go towards this as it would be a costly expense.

The council reconvened and agreed to bring agenda item 9g forward for discussion.

225/24 Request for funding towards refurbishment of 11 Church Walk for a Community Hub:

The Clerk gave a verbal report following her meeting with a representative from the project. It was confirmed, as per Rev Thompson's explanation during public participation, that it was for the wider residents, not just for residents of the town. At the meeting, she had gone through lots of signposting to other organisations that the group could apply to. It is understood that because the project is receiving a vibrant Wiltshire grant from Wiltshire Council, they are ineligible to apply to the Area Board for capital funding. It doesn't stop the group from applying to the Area Board for project work such as setting up a youth group, etc. She advised that this request for match funding clearly demonstrates that this project will be for the community. It was noted that the parish council only has one round of grant funding per financial year and, as such, does not normally grant requests for funding outside of this process. It was acknowledged, however, that at the time of the parish council's funding for 2024/25, this project didn't exist. If the council waits until the 2025/26 round of funding, it would be too late, as the timescale for the project is to have all of the work completed by Easter. In terms of budget available, if the council were minded to contribute towards this project, there is no budget left under grant funding; however, there was £8,375.67 available in the community projects/match funding reserve that could be used. There is also the general contingency reserve available if the council wishes to fund part of the project.

Members welcomed the project and the fact that this building was being restored. Some members raised concerns about the council setting a precedent for providing newly formed organisations funding outside of the normal grant process. If funding is to be awarded, it should be outside of the grant budget. Councillor Harris raised a concern regarding the fact that this building was not in the parish, and as such if the council decided to make a contribution, it may mean that there would be no funds available should a project in the parish come forward during the year.

Councillor Wood queried whether a committee would be set up to run the building once it has been completed. Rev Thomson advised that the details on the logistics of how the building would be run were still to be ironed out. It was confirmed that it would be managed and controlled by the church but would be inclusive to all. It was queried whether it was a possibility for a charitable trust to be set up to run the facility, and it was confirmed that it was a possibility in the future.

After a detailed discussion, members agreed to provide a contribution to this organisation outside of the normal grant process. It was agreed that £5,000 should be contributed towards the project, to come from the community projects/match funding reserve.

Resolved: The parish council contribute £5,000 towards the 11 Canon Square project from the community projects and match funding reserve.

226/24 Declarations of Interests:

None.

227/24 Dispensation Requests:

None.

228/24 Items to be Held in Closed Session:

Resolved: Agenda items 7b, 8b, 10di, 10dii to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d for the following reasons:

7b, & 8b - Related to confidential notes to accompany the minutes of the Full Council meeting (9th September) and Planning Committee meeting (23rd September). There was only a requirement to put these items into closed session if members wished to discuss the contents of the notes.

10di & 10dii - Related to contractual matters.

229/24 a) Minutes of the Full Council Meeting held on 9th September 2024:

Councillor Wood wished for clarification under min.202/24c with regard to the locations specified for the data traffic survey on Semington Road. He explained that the sites were on the same stretch of road, so it was unclear what this was referring to as they were the same location. Councillor Baines clarified that there were two locations where it was understood speeding was occurring, which was why these locations had been chosen:

- Just past the Waney Edge towards the police station means close to the Waney Edge.
- Between Shails Lane and the Waney Edge means towards the Shails Lane end of the same stretch of road.

Members felt that they needed to be more specific because the council would need to specify to Wiltshire Council the exact locations. The specific locations were pointed out on a map during the meeting.

Resolved 1: The Minutes of the Full Council Meeting held on Monday 9th September 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendments:

Page 19: min.201/24fii- Spelling error amended from 'making' to 'marking'.
Page 21: min.202/24a- Amended from 'bus stop' to 'bus shelter'.

Page 22: min.202/24c- Error amended from 'pasted' to 'past'.

Resolved 2: The locations as specified on the map during the meeting to be submitted to Wiltshire Council for the data traffic survey on Semington Road.

b) **Confidential Notes to accompany the Full Council minutes of 9th September 2024:**

Resolved: The confidential notes that accompany the Full Council minutes of 9th September 2024, were formally approved by the council and for the Chair to sign them as a correct record.

230/24 Planning:

a) **Planning Committee Minutes of 23rd September 2024:**

Resolved: The Minutes of the Planning Committee Meeting held on Monday 23rd September 2024, were formally approved by the council and for the Chair to sign them as a correct record.

b) **Confidential Notes to accompany the Planning Committee minutes of 23rd September 2024:**

Resolved: The confidential notes of the Planning Committee Meeting held on Monday 23rd September 2024, were formally approved by the council and for the Chair to sign them as a correct record.

c) **Planning Committee recommendations of 23rd September 2024:**

Resolved: The recommendations contained in the Planning Committee minutes of 23rd September 2024, were formally approved.

d) **Feedback from Neighbourhood Plan Steering Group meeting held on 25th September:**

Councillor Pafford provided a report back from the Neighbourhood Plan Steering Group meeting. He advised that the group had gone through the plan, agreeing with all of the recommendations and amendments required due to changing circumstances. He confirmed that the Steering Group approved the plan to go forward for submission to Wiltshire Council at Regulation 15. It was noted that only one Melksham Town Councillor was at the meeting.

The Clerk informed members that the decision on the planning appeal for land to the rear of Townsend Farm had come in after the Steering Group meeting, which had an impact on the green wedge between Berryfield and Semington. This was because part of this green wedge was the appeal site. Place Studio, the Neighbourhood Plan consultants, had reviewed the evidence of when AECOM originally looked at this green wedge. Phase 1 of the development behind Townsend Farm (part of the field) had already been removed from the green

wedge, and AECOM was secure at the time that the evidence for the green wedge was in tact despite that appeal decision; therefore, it made sense to apply the same logic to the phase 2 part of the field. For clarity, this means that the land of the appeal site has been removed from the green wedge following the appeal decision, but the rest of the green wedge remains in the Plan as there wasn't any reason for the whole wedge to be removed. The Clerk showed members the map of the green wedge at the meeting to show members which part had been removed and which part remained. She wanted to highlight this to members as this was a slight change to the plan from what was approved by the Steering Group.

The Clerk explained that the Steering Group gave delegated powers to the parish Clerk, Councillor Pafford (as Chair of the Steering Group), Place Studio, and offered to Melksham Town Council to fine-tune some of the evidence documents, which still need to be updated.

It was noted that the next agenda item was for this council to approve the plan to go forward for submission, and Melksham Town Council had the same item on their agenda for tomorrow evening, as the two qualifying bodies. Councillor Pafford explained that the only other things that would be changed prior to submission are minor amendments, which would not affect the content of the plan.

e) **Draft reviewed Melksham Neighbourhood Plan and suite of evidence documents:**

Unanimously Resolved: To approve for submission to Wiltshire Council at Regulation 15 the Melksham Neighbourhood Plan and suite of evidence pending any typo/grammar amendments, with delegated powers for the Chair of the Steering Group, Cllr David Pafford, Place Studio, and the Melksham Without Parish Clerk to approve the outstanding evidence documents to be finalised this week.

Members gave a vote of thanks to the Melksham Neighbourhood Plan Steering Group for all of their efforts and hard work in producing the submission documents.

231/24 Finance:

a) **Receipts & Payments reports for September:**

The Finance & Amenities Officer reported that the allotment rent was due as of 1st October, with the rent notices being sent out to all tenants in early September. Income for this was shown in the September accounts. The second half of the parish precept had also been received in the bank along with a small bit of CIL (Community Infrastructure Levy). There was no significant expenditure to note.

b) Cheque signatories/online authority for October payments:

Resolved: For Councillor Pafford and Councillor Shea-Simonds to be signatories for October's payments.

c) Bank Account and Fund Transfers:

The Finance & Amenities Officer reported that as the council had received the second half of the precept into the Lloyds Current Account and had just received the first year's pitch maintenance grant, there was £149,000 available to be transferred from the Lloyds Bank Current Account into the Unity Trust Bank Current Account. This would need to be a cheque transfer and would need to be signed at this evening's meeting for the funds to clear before the October payment run. Taking into account the October payment run, this will leave £126,000 to be transferred from the Unity Trust Bank Current Account to the CCLA Public Sector Deposit Fund.

Resolved 1: The council approve moving £149,000 from the Lloyds Bank Current Account to the Unity Trust Bank Current Account by cheque transfer.

Resolved 2: The council approve moving £126,000 from the Unity Trust Bank Current Account to the CCLA Public Sector Deposit Fund.

d) Quarterly Reports for Qtr. 2 (July, August & September):

i) Budget v Actual

Members reviewed the budget vs. actual report for quarter two. Councillor Shea-Simonds queried what the bus shelter cleaning entailed as the bus shelter at Mitchell Drive was untidy. The Clerk confirmed that it was for the shelter window cleaning not to sweep up litter inside the shelter. It was noted that this service was scheduled to be undertaken once per quarter; however, the council had not been invoiced for this in this financial year yet. This would need to be chased up by officers, but it didn't necessarily mean that the work hadn't been undertaken. Councillor Shea-Simonds explained that the problem with this bus shelter was that the bin was relocated to the other side of the road some time ago due to it not being able to be moved low enough for children to use it. Rather than people walking to the other side of the road to dispose of their litter appropriately, they are leaving it at the bus shelter. It was felt that BRAG (Bowerhill Residents Action Group) should be asked whether they would like to schedule a litter pick. It was queried whether the council could look at installing a bin by the bus shelter. Councillor Baines highlighted that the original bin was not on Wiltshire Council land, which was why it had to be moved, and there was not anywhere on that side of the road for it to be mounted on. After a discussion, it was felt that the Mitchell Drive side of the road had more footfall than the other side of the road, so the council could consider in the future installing a freestanding bin in this location. It

was noted that due to Wiltshire Council's bin emptying policy, it would mean that the bin on the other side of the road would need to be removed.

Resolved 1: To note the Budget vs Actual Reports for Qtr.2.

Resolved 2: To ask BRAG whether they would like to schedule another litter pick.

ii) **Bank Reconciliation**

Members reviewed the bank reconciliations for each of the council's accounts as at 30th September 2024, which were as follows:

Lloyds Bank Current Account (Cashbook 1)	£139,333.57
Unity Trust Bank Current Account (Cashbook 2)	£ 49,616.93
Lloyds Bank Fixed Term Deposit (Cashbook 3)	£ 0.00
Unity Trust Bank Instant Access (Cashbook 4)	£ 21,677.95
CCLA Public Sector Deposit Fund (Cashbook 5)	<u>£396,000.00</u>
Total	£606,628.45

Resolved: To note the Bank Reconciliation for September 2024, as per the above.

iii) **VAT reclaim**

The Clerk reported to members that £4,271.04 of VAT had been claimed back for quarter 2.

Members noted this.

iv) **'Over £500 spend' report:**

Members noted the 'Over £500 spend' report to meet Transparency good practice that will be uploaded to the parish council website in due course.

e) **External Auditor's report and publication of Notice of Audit Conclusion for the financial year ending 31st March 2024:**

Members were pleased to note that there were no concerns raised on the External Auditor's report for the 2023/24 financial year. It was noted that the notice of conclusion of audit had been published on the council's website and the noticeboards.

f) **Financial Services Compensation Scheme (FSCS):**

The Finance & Amenities Officer reported that the parish council was not currently eligible under the Financial Services Compensation Scheme (FSCS) for any funds in their bank accounts. It was noted that the parish council came under the small local authority section, but it all depended on the council's budgeted

income for the year as to whether they would be eligible for the scheme or not. It was highlighted that the council had a large majority of funds in the CCLA Public Sector Deposit Fund, which was not covered by this scheme. It was noted, however, that the fund was invested into several different funds, which spread the level of risk. As explained above, the council had the majority of funds in the CCLA Fund, with a smaller amount of funds spread across the council's bank accounts.

Members noted this.

232/24 Asset Management:

a) Quotation to extend the length of the current hardstanding inside of Kestrel Court Play Area and turn the existing picnic table around by 90° (arising from min.84/24):

The Clerk explained that at the last Asset Management meeting, officers were tasked with obtaining a quotation to extend the length of the current hardstanding inside of Kestrel Court Play Area and to turn the existing picnic table around by 90°. If there was enough room for a second bench to be installed on the same hardstanding, a quote should also be obtained for the supply and installation of an additional bench. This was following a complaint received from a resident that the bench in its current position was not accessible on one side, in particular to people with mobility issues. Officers had received a quote of £2,780 + VAT from JH Jones for the work. A quote of £408.71 had also been obtained from TDP to supply the additional bench. This gave a total amount of £3,188.71 for the works. It was noted that the patio slabs that were left over from the Berryfield Village Hall construction would be used for the hardstanding. The Clerk reported that in terms of budget, if the council were minded to approve the quotations, there was £2,775 left under the street furniture heading; however, this was coming from solar farm funding anyway, so it was suggested that the whole amount could come from this funding.

Resolved: The council approve the quotation from TDP of £408.71 + VAT for a new bench and £2,780 + VAT from JH Jones to undertake the works inside of Kestrel Court Play Area as per the above. This to come from the Sandridge Solar Farm funding.

b) Update on Hornchurch Road Play Area safety surfacing works:

As already noted at the meeting, the safety surfacing replacement work was completed at Hornchurch Road Play Area on Friday 27th September, and the play area was subsequently reopened in time for the weekend. It was noted that the council had received some complaints about the time it had taken to complete the works, as it had previously been stated that the play area would be closed for two weeks. It was understood that the contractors had also directly received some abuse from members of the public while on site due to the delays. It was explained that the completion of the works was delayed due

to the wet weather because the surfacing is unable to be laid in wet conditions due to causing issues with the resin, and when mixed with water, it can cause issues with the surfacing setting properly. This could then cause weak areas in the surfacing and would result in the work needing to be done again. Members noted this update and were pleased that the works were now completed and the play area had now reopened.

c) **Patch repair undertaken at Kestrel Court Play Area under delegated powers:**

It was noted that there was a small patch repair that was required to be undertaken inside of Kestrel Court Play area. As the contractors were in the area undertaking works inside of Hornchurch Road Play Area, they were asked to do this patch repair under delegated powers at a cost of £92.95 + VAT.

Members noted this.

d) **Bowerhill Sports Field/Pavilion:**

i. **C) Update following meeting with youth organisation on the way forward:**

Held in closed session.

Resolved: The parish council amend their policy on when payments should be received by this organisation to the following:

Bookings should be paid on receipt of an invoice within 14 days after the booking. This will be carefully monitored, and if this is being adhered to, the time period may be increased to 28 days in the future. This is on the proviso that all outstanding matters are resolved first. If this policy is not adhered to, the council will have to reconsider their options.

ii. **Meeting with youth organisation regarding the hire of the kitchen and games room facilities on a regular basis:**

Held in close session.

Councillor Pafford explained that the meeting held with FOF FC was attended by Councillors Glover, Harris, himself, and the Finance & Amenities Officer. The Chair of FOF FC and a parent volunteer of FOF FC were also in attendance. It was noted that the Full Council had given the councillors who attended the meeting delegated powers to make decisions on the hire. Members reviewed the notes from the meeting and the decisions that had been made. One of the actions that came out of the meeting was for an agreement to be produced to work in conjunction with the booking form and terms and conditions. It was noted that the Finance & Amenities Officer had produced a draft agreement, which she had

circulated around to the councillors who attended the meeting for their approval.

It was highlighted that the hire charges had been reduced because this organisation would be undertaking their own cleaning rather than the parish council having to pay a cleaner to undertake this. It was queried by Councillor Holt whether the council would be monitoring the cleaning to ensure that it was to an acceptable standard; it was confirmed that it would be.

For clarity, the agreed hire charges for the hire of the kitchen and games room for a weekend blanket booking of 8 hours from 8am-12noon, were as follows: £17.50 per day (4 hours), with a total charge per weekend blanket booking (8 hours) of £35.

The Clerk highlighted that in the meeting notes it detailed the fact that the TV screen should be removed by the council in case it got damaged. She advised that there was no other use for the TV screen as it was some years old and if taken down, the wall would need to be made good again. She queried whether it was more cost effective to keep it in place or whether a whiteboard could be purchased to put in its place. It was noted that the TV cannot be used on-site anyway. Members agreed that this should be left on site for now.

Members noted the decisions made as detailed in the notes of the meeting dated 17th September 2024.

Resolved 1: The parish council agree with the decisions made as detailed in the meeting notes of 17th September 2024.

Resolved 2: The parish council keep the TV screen inside the pavilion games room.

iii. **Quotation from contractors to undertake additional pitch maintenance:**

The Finance & Amenities Officer explained that following the successful grant application to the Football Foundation for additional pitch maintenance, a quote had been received from the council ground contractors to undertake all of the work recommended in the Pitch Power assessment. She advised that she had taken the quotes and provided members with two breakdowns, the first one being for everything that was recommended in the assessment and the second one detailing everything that the council could afford within the grant budget. Members reviewed the breakdown, and it was noted that the only maintenance that had been removed on the second breakdown was the overseeding. It was queried whether this was an element of maintenance that could be sacrificed. The Finance & Amenities Officer confirmed that it could be, as she had spoken to the contractor, and they would be able to undertake targeted areas if

funds did not allow. The additional maintenance on all the pitches, as quoted for by JH Jones, the ground contractors, was as follows:

- Verti Draining
- Deep slitting
- Pitch grooming
- Fertilising

The total cost of this work for the year was £14,365 + VAT, which was against a grant value of £14,452. It was noted that the full grant amount needed to be spent in order for it not to be reduced the following year. The Finance & Amenities Officer explained that the £87, which was the difference between the grant value and the quoted work, could be spent on goalmouth repairs, which was a recommendation in the Pitch Power assessment. It was noted that this was in the council's grass cutting and line marking contract with the contractor, so this could be used to go towards this work. The Finance & Amenities Officer confirmed that the council had recently received the first years' worth of grant in the bank, but for the proceeding years, to receive the funds, the council would need to submit the invoice for the work to the Football Foundation.

Resolved: The council approve the quotations provided by JH Jones for additional pitch maintenance at the Bowerhill Sports Field as detailed in the provided breakdown to a total value of £14,452 + VAT.

iv. **Quotation for replacement fan in changing room 1:**

The Clerk reported that the pavilion ventilation system had recently been serviced, and it was noted that the fan in changing room 1 had a delay of around 4 minutes before it started up. Wiltshire Air Conditioning Services had provided a quotation of £480.50 + VAT to replace the fan in this changing room.

Resolved: The parish council approve the quotation of £480.50 + VAT from Wiltshire Air Conditioning Services to replace the fan inside of changing room 1.

v. **Quotations for pavilion gas contract:**

The Finance & Amenities wished to make members aware that the council had not been invoiced for the pavilion gas since November 2023. This has been raised with Utility Aid, the council's utility broker, who is currently in the process of investigating this issue with SSE. It is understood that some time ago, SSE had replaced their finance systems, which has resulted in issues relating to billing. The latest that officers had heard on this matter was that SSE had put a stop on the council's billing account, but there had been no explanation given as to why this had occurred. It had been advised that once this had been lifted, the council should start receiving bills. The Finance & Amenities Officer wished to make members aware

that this will mean once this has all been sorted out, the council will receive a large bill. Members noted this.

The Finance & Amenities explained that the pavilion gas contract was due to expire at the end of February 2025. Quotes from suppliers had been obtained by Utility Aid for the council to consider. Members considered the quotations. It was felt that the council should approve the following gas contract for the Bowerhill Sports Pavilion:

Supplier: EDF Energy
Term: Three years
Day rate (p/kWh): 7.40000
Standing Charge (p/day): 45.00000
Annual cost: £1,631.74

This provides an annual reduction of £406.07 from the current contract.

Resolved: The council approve the quotation from EDF Energy for the pavilion gas to start from 1st March 2025 as per the details above.

vi. **Clerk delegated powers to negotiate utility contracts in the future:**

The Clerk explained that the problem with obtaining quotations for utility contracts is that the quote can only be held for a few hours, so it is really difficult to get one to a meeting for approval while it is still valid. Secondly, due to external factors such as the current situation in the Middle East, the markets are frequently changing, and in previous times officers haven't been able to act swiftly due to having to wait for a meeting where quotes can be considered. She explained that although these were contracts, so they should go to the council, it was for the utilities to do with the pavilion building, which must be in place. Members agreed that the Clerk should be given delegated powers to negotiate the best utility contracts for the Bowerhill Sports Pavilion in the future.

Resolved: The Clerk to be given delegated powers to negotiate all future utility contracts for the Bowerhill Sports Pavilion.

e) **Minutes from the Shurnhold Fields Working Party meeting held on Tuesday 24th September and approve actions:**

The Clerk explained that Alexandra Crawford, who has been employed by Wiltshire Council to manage the project, briefed the working group back in February on the plans for the drainage works; however, no one from the town council had attended, so this was presented again at the meeting.

Councillor Pafford advised that the project was due to start in October; however, this has been delayed due to Wiltshire Council waiting for the Environment Agency to grant the necessary permits. It was noted that

Melksham Town Council was due to invite the residents of Dunch Lane to a residents' meeting to discuss the work; however, it was decided at the meeting not to undertake this meeting yet until there was a known project start date.

It was noted that Wiltshire Council would engage their contractors to undertake the car park and entrance work and will manage the whole project. Both councils will provide some funding for the car park and entrance improvement element of the project. It was confirmed by Melksham Town Council at the meeting that they had their share of the funds for the project in a reserve.

The Clerk clarified that in the draft notes it detailed that the car park was going to be a gravel surfacing; however, this isn't the case and it's going to be a concrete matting with gravel in the middle.

Members noted the notes from the meeting.

233/24 Update on Real Time Information in the parish:

The Clerk advised that she had contacted Wiltshire Council following the resolution at the last Full Council meeting to move forward with the project using CIL funding to install the whole priority list rather than waiting to do two per year under the LHFIG (Local Highways and Footway Improvement Group). Before this evening's meeting, she had received a reply from Wiltshire Council confirming that all sites could be assessed under Wiltshire Council's existing contract arrangements with the supplier. It was noted that for each unit, the capital and maintenance would need to be covered by the parish council. The supplier is able to assess each site and can then provide a capital and maintenance quote per Wiltshire Council's contract with them, which is dependent on the size and type of unit most suitable for each location.

It was noted that Wiltshire Council's existing contract with the supplier runs until 2028. After that date, Wiltshire Council has the option to extend the contract or find another supplier. It was advised in the email that they wanted to make the parish council aware that the maximum amount of time these units would be operational/available is approximately 8 years. Members felt that this needed to be clarified.

Members agreed to go ahead and request the assessment of each site in order for a quotation to be provided.

Resolved 1: The council go ahead and ask for the assessment to be undertaken on each site detailed on the parish council's priority list for real-time information so that a quotation can be provided.

Resolved 2: Officers to ask for clarification from Wiltshire Council in relation to what they mean with regard to the maximum amount of time the units would be operational.

234/24 Parish update following recent wet weather:

The Clerk reported that one property was flooded internally on Semington Road, which was initially thought to be coming up from the water table; however, it was understood that this was now not the case, so this will need to be followed up. There was also a property on Corsham Road pumping out from midday on the first day of the wet weather to stop the water from getting into their houses (adjoining cottages).

Councillor Doel reported that Rhotteridge Farm had flooding inside of their flat and had let Wiltshire Council know. The Clerk advised that she was unaware of this and that it was important for the parish council to be made aware of instances of property flooding, as this could have been reported at the recent flood ops meeting.

The Clerk reported that her meeting with CAWS CEG was scheduled for Wednesday this week. It was noted that the Flood Wardens had gone out twice during the torrential rain on Monday 23rd September and reported that all was ok. They have produced an observations and action list, which will be discussed at the meeting on Wednesday.

Councillor Baines advised that he had reported at Flood Ops that Shaw School does not seem to want to engage in undertaking any flood prevention work; this is despite the car park flooding on occasions and concerns that the school is vulnerable to flooding. It was understood that during the recent wet weather on Monday 23rd September, Shaw School sent their children home. It was suggested at Flood Ops that this should be escalated via Wiltshire Councillor Alford to make contact with the school to try and get them to engage in flood prevention.

235/24 Parish council response to the Wiltshire and Swindon LNRS map and survey:

Members considered responding to the Local Nature Recovery Strategy survey.

Resolved: The council do not submit a response to the Local Nature Recovery Strategy survey.

236/24 Dorset & Wiltshire Fire and Rescue Service statement regarding operational changes:

It was noted that the Dorset & Wiltshire Fire Service had issued a statement regarding operational changes. It was noted that the second fire engine at Corsham, Marlborough, Sturminster Newton, and Wareham fire stations will be removed, but the first engine will remain. Councillor Harris advised that he visited the fire station control, but when speaking to the operators, they were not aware of the changes. He advised that with regard to the fire station cover at night, the levels remain the same as previously. He also asked about whether there were any contingency plans in the instance that there was a fire in a battery storage facility, and there aren't currently any plans in place for this.

The Clerk explained that this came from her meeting with the Wiltshire Clerks, as there were concerns that there wasn't any provision in the middle of Wiltshire at

night, which was how the current situation was understood. It was confirmed by Councillor Harris that the level of provision was the same as it always was; Chippenham and Trowbridge have a full-time crew during the day, and at night they have on-call firefighters. It was noted that the Melksham Fire Station has always been an on-call station.

It was noted that within the parish there was the substation at Beanacre as well as solar farms some of who had battery storage, and it was felt that Dorset & Wiltshire Fire and Rescue Service should be asked what contingency plans are in place in case of a fire emergency on these sites.

Resolved: The parish council ask the Dorset & Wiltshire Fire and Rescue Service what plans they have in place in the event of a fire emergency in any one of the above sites.

237/24 Consultation on community EV charging points:

The Clerk explained that this survey was specifically asking whether any roads in the parish have on-street parking rather than drives and whether any organisations in the local area could host public chargers in their car parks, such as village halls. After a discussion, members felt that the Clerk should put together a holding response for the survey to bring back to the next Full Council meeting for approval for it to be submitted to the survey.

Resolved: The Clerk to put together a response for the survey and bring back to the next meeting for approval to submit a response from the parish council.

Meeting closed at 21.30 pm

Chairman, 11th November 2024

Date: 02/10/2024

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

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 :		14,947.20					14,947.20	
V4080-FOOT	Banked: 02/09/2024	69.00						
V4080-FOOT	Pilot FC	69.00			1210	210	69.00	Inv.439- 31st August pitch hir
V4081-FOOT	Banked: 02/09/2024	69.00						
V4081-FOOT	Bath Road	69.00			1210	210	69.00	Inv.449-1st September pitch hi
V4082-9B	Banked: 04/09/2024	40.00						
V4082-9B	Allotment Holder	40.00			1310	310	40.00	Berryfield 9b allotment rent
V4083-ALLO	Banked: 04/09/2024	80.00						
V4083-ALLO	Allotment Holder	80.00			1310	310	40.00	Rent for plot 23 Berryfield
					1310	310	40.00	Rent for plot 24 Berryfield
V4084-BACS	Banked: 05/09/2024	40.00						
V4084-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 6a Berryfield
V4085-BACS	Banked: 05/09/2024	40.00						
V4085-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 7B Berryfield
V4086-BACS	Banked: 05/09/2024	40.00						
V4086-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 1 Briansfield
V4087-BACS	Banked: 06/09/2024	40.00						
V4087-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 12 Briansfield
V4088-BACS	Banked: 06/09/2024	40.00						
V4088-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 18a Berryfield
V4089-BACS	Banked: 06/09/2024	30.00						
V4089-BACS	Allotment Holder	30.00			1310	310	30.00	Rent for plot 15M Berryfield
V4090-BACS	Banked: 09/09/2024	40.00						
V4090-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 4b Berryfield
V4091-BACS	Banked: 09/09/2024	40.00						
V4091-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 12b Berryfield
V4092-BACS	Banked: 09/09/2024	40.00						
V4092-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 16a Berryfield
V4093-BACS	Banked: 09/09/2024	10.00						
V4093-BACS	Allotment Holder	10.00			1120	110	10.00	Inv.455- Annual hall rent
V4093-ERRO	Banked: 09/09/2024	-10.00						
V4093-ERRO	Allotment Holder	-10.00			1120	110	-10.00	ERROR
V4093-BACS	Banked: 09/09/2024	10.00						
V4093-BACS	Shaw Village Hall	10.00			1120	110	10.00	Inv.455- Annual hall rent
V4094-BACS	Banked: 10/09/2024	276.00						
V4094-BACS	Future of Football	276.00			1210	210	276.00	Inv.437-August evening trainin
V4095-BACS	Banked: 12/09/2024	40.00						

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For Month No: 6

Receipts for Month 6		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4095-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 29 Briansfield
V4096-BACS	Banked: 12/09/2024	40.00						
V4096-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 13 Briansfield
V4097-BACS	Banked: 12/09/2024	40.00						
V4097-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 17b Berryfield
V4098-BACS	Banked: 12/09/2024	40.00						
V4098-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 15b Berryfield
V4099-BACS	Banked: 16/09/2024	40.00						
V4099-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 8a Berryfield
V4102-BACS	Banked: 16/09/2024	120.00						
V4102-BACS	Allotment Holder	120.00			1310	310	40.00	Rent for plot 11a Berryfield
					1310	310	40.00	Rent for plot 11b Berryfield
					1310	310	40.00	Rent for plot 10a Berryfield
V4103-BACS	Banked: 17/09/2024	69.00						
V4103-BACS	Bath Road	69.00			1210	210	69.00	Inv.449 pitch hire 15th Sept
V4104-BACS	Banked: 20/09/2024	40.00						
V4104-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 16 Briansfield
V4105-BACS	Banked: 23/09/2024	40.00						
V4105-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 30 Briansfield
V4107-BACS	Banked: 23/09/2024	80.00						
V4107-BACS	Allotment Holder	80.00			1320	310	80.00	Plot 18 Briansfield rent
V4108-BACS	Banked: 23/09/2024	138.00						
V4108-BACS	Staverton Rangers	138.00			1210	210	69.00	Inv.450- 7th September match
					1210	210	69.00	Inv.450- 21st September match
V4109-BACS	Banked: 23/09/2024	40.00						
V4109-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 14 Briansfield
V4110-BACS	Banked: 23/09/2024	80.00						
V4110-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 26 Briansfield
V4112-BACS	Banked: 23/09/2024	80.00						
V4112-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 8 Briansfield
V4106-BACS	Banked: 23/09/2024	40.00						
V4106-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 13b Berryfield
V4113-BACS	Banked: 25/09/2024	132,380.95						
V4113-BACS	Wiltshire Council	132,380.95			1420	350	1,584.95	486A Semington Rd CIL-07622
					1076	110	130,796.00	Parish Precept
V4115-BACS	Banked: 30/09/2024	80.00						

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Current Account & Instant Acc

For Month No: 6

Receipts for Month 6		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V4115-BACS	Allotment Holder	80.00			1310	310	80.00	Rent for plot 12a Berryfield
V4116-BACS	Banked:30/09/2024	69.00						
V4116-BACS	Pilot FC	69.00			1210	210	69.00	Inv.451-28th September match
V4117-BACS	Banked:30/09/2024	80.00						
V4117-BACS	Allotment Holder	80.00			1320	310	80.00	Rent for plot 7 Briansfield
V4118-BACS	Banked:30/09/2024	80.00						
V4118-BACS	Allotment Holder	80.00			1320	310	40.00	Rent for plot 10 Briansfield
					1320	310	40.00	Rent for plot 11 Briansfield
V4119-BACS	Banked:30/09/2024	40.00						
V4119-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 6b Berryfield
V4120-BACS	Banked:30/09/2024	40.00						
V4120-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 20 Briansfield
Total Receipts for Month		134,590.95	0.00	0.00			134,590.95	
Cashbook Totals		149,538.15	0.00	0.00			149,538.15	

Continued on Page 222

Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/09/2024	Daisy (One Bill)	V4100-BACS	45.29		7.55	4384	220	37.74	Inv.608-Pavilion wifi and line
16/09/2024	Daisy (One Bill)	V4101-BACS	45.29		7.55	4190	120	37.74	Inv.607- Campus Wifi and line
23/09/2024	Lamplight	V4111-BACS	57.00		9.50	4686	170	47.50	Inv.466-MCS Database
24/09/2024	Unity Bank	V4078-6191	10,000.00				220	10,000.00	Transfer from Lloyds to Unity
27/09/2024	Lamplight	V4114-BACS	57.00		9.50	4686	170	47.50	Inv.330-MCS Database Sept 24
Total Payments for Month			10,204.58	0.00	34.10			10,170.48	
Balance Carried Fwd			139,333.57						
Cashbook Totals			149,538.15	0.00	34.10			149,504.05	

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 :		5,391.39				5,391.39	
V4075-INTE	Banked: 03/09/2024	1,863.14					
V4075-INTE	CCLA Investment Ltd	1,863.14			1080 110	1,863.14	Interest
V4076-INTE	Banked: 04/09/2024	62.07					
V4076-INTE	CCLA Investment Ltd	62.07			1080 110	62.07	Interest
	Banked: 24/09/2024	10,000.00					
V4078-6191	Current Account & Instant Acc	10,000.00			200	10,000.00	Transfer from Lloyds to Unity
	Banked: 26/09/2024	54,000.00					
V4079-TRAN	CCLA	54,000.00			240	54,000.00	From CCLA TO Unity account
Total Receipts for Month		65,925.21	0.00	0.00		65,925.21	
Cashbook Totals		71,316.60	0.00	0.00		71,316.60	

Continued on Page 229

Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/09/2024	Grist Environmental	V4074-DD	120.72		20.12	4770	220	100.60	Inv.785- B'hill bin emptying
16/09/2024	Lloyds Bank PLC	V4077-DD	327.47		45.07	4055	130	54.00	DSE Training Module
						4150	120	11.16	Envelopes
						4150	120	7.26	Pens
						4150	120	15.34	Pens
						4150	120	15.60	Green copier paper & Cleaning
						4150	120	7.46	Laminating pouches
						4150	120	24.99	Keyboard
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone charges
						4175	120	5.50	MWPC Website domain
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
27/09/2024	HM Revenue & Customs	V4065-BACS	2,516.40			4041	130	886.84	Period 6- September 2024
						4000	130	548.20	Period 6- September 2024-T
						4000	130	241.44	Period 6- September 2024-NI
						4020	130	191.40	Period 6- September 2024-T
						4020	130	86.46	Period 6- September 2024-NI
						4010	130	224.00	Period 6- September 2024-T
						4010	130	100.26	Period 6- September 2024-NI
						4010	130	2.00	Period 6- September 2024
						4460	142	192.40	Period 6- September 2024-T
						4800	320	13.00	Period 6- September 2024-T
						4070	120	30.40	Period 6- September 2024-T
27/09/2024	Teresa Strange	V4066-BACS	██████		1.33	4000	130	██████	September 2024 Salary
						4680	170	6.66	Working NHP Lunch
27/09/2024	Lorraine McRandle	V4067-BACS	██████			4020	130	██████	September 2024 Salary
						4120	120	3.30	Postage for planning agenda pa
27/09/2024	Marianne Rossi	V4068-BACS	██████			4010	130	██████	September 2024 Salary
						4120	120	3.30	Full Council agenda pack posta
						4155	120	4.85	Coffee for meetings
27/09/2024	Terry Cole	V4069-BACS	██████			4460	142	██████	September 2024 Salary
						4050	142	47.50	September Travel Allowance
						4051	142	50.40	Mileage x112 miles
27/09/2024	David Cole	V4070-BACS	██████			4800	320	██████	September 2024 Salary
27/09/2024	John Glover	V4071-BACS	45.60			4070	120	45.60	September Chairs Allowance
30/09/2024	Agilico	V4049-BACS	90.97		15.16	4130	120	75.81	Inv.348-Office photocopying
30/09/2024	Aquasafe Environmental Ltd	V4050-BACS	744.00		124.00	4212	220	620.00	Inv.805-Aug PPM visit & Clean
30/09/2024	Jens Cleaning	V4051-BACS	477.00			4381	220	477.00	Inv.1083-August cleaning
30/09/2024	Jens Cleaning	V4052-BACS	350.00			4750	220	350.00	Inv.1084- Deep clean

Continued on Page 230

Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/09/2024	JH Jones & Sons	V4053-BACS	432.00		72.00	4722	320	360.00	In4494-Gate post reinstate BYF
30/09/2024	JH Jones & Sons	V4054-BACS	96.00		16.00	4721	220	80.00	Inv.4494-Removal-Excrement
30/09/2024	JH Jones & Sons	V4055-BACS	2,376.56		396.09	4402	320	69.47	Inv.4453-Allotment grass cutti
						4400	142	477.98	Inv.4453-Play Area grass cutti
						4780	142	187.84	Inv.4453-Play Area bin emptyin
						4781	220	91.92	Inv.4453-JSF Bin emptying
						4401	220	856.84	Inv.4453-JSF Pitch Maintenance
						4409	142	188.65	Inv.4453-Hornchurch Grass
						4405	220	49.44	Inv.4453-JSF Hedge
						4820	142	37.50	Inv.4453-SHF Cut
						347	0	-37.50	Inv.4453-SHF Cut
						6000	142	37.50	Inv.4453-SHF Cut
						4402	320	20.83	Inv.4453-BSF Hedge
30/09/2024	Place Studio Ltd	V4056-BACS	684.00		114.00	4680	170	570.00	Inv.9-NPPF Consultation respon
30/09/2024	UK Energy Services	V4057-BACS	372.60		62.10	4212	220	310.50	Inv.777- Pav ventilation servi
30/09/2024	Wilts & Berks Canal	V4058-BACS	25.00			4650	170	25.00	Annual subscription
30/09/2024	Wiltshire Council	V4059-BACS	106.40			4680	170	106.40	Inv.579- Room hire NHP consult
30/09/2024	Wiltshire Publication	V4060-BACS	1,272.00		212.00	4680	170	1,060.00	Inv.815-NHP adverts
30/09/2024	PKF Littlejohn LLP	V4061-BACS	1,638.00		273.00	4100	120	1,365.00	Inv.629-External Audit
30/09/2024	Culligan	V4062-BACS	203.93		33.99	4576	142	169.94	Inv.084-Parts for water founta
30/09/2024	Community Heartbeat Trust	V4063-BACS	121.14		20.19	4049	142	100.95	154-Pavilion defib child pads
30/09/2024	Wiltshire Pension Fund	V4064-BACS	2,207.14			4045	130	1,673.71	Period 6- September 2024
						4000	130	276.49	Period 6- September 2024
						4020	130	123.47	Period 6- September 2024
						4010	130	133.47	Period 6- September 2024
30/09/2024	Unity Trust Bank	V4072	0.60			4140	120	0.60	Bank Charge
30/09/2024	Unity Trust Bank	V4073	31.20			4140	120	31.20	Handling Charge
Total Payments for Month			21,699.67	0.00	1,405.05			20,294.62	
Balance Carried Fwd			49,616.93						
Cashbook Totals			71,316.60	0.00	1,405.05			69,911.55	

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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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	

Date: 02/10/2024

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Time: 11:20

Cashbook 4

User: MR

Instant Access Unity 20476339

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>
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Balance Brought Fwd : 21,506.29 21,506.29

V4121-BACS Banked:30/09/2024 171.66

V4121-BACS Unity Trust Bank 171.66 1080 110 171.66 Bank interest

Total Receipts for Month 171.66 0.00 0.00 171.66

Cashbook Totals 21,677.95 0.00 0.00 21,677.95

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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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		21,677.95						
	Cashbook Totals		21,677.95	0.00	0.00			21,677.95	

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 :		450,000.00					450,000.00	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>450,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>450,000.00</u>	

Continued on Page 12

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>
26/09/2024	Unity Bank	V4079-TRAN	54,000.00			220		54,000.00	From CCLA TO Unity account
Total Payments for Month			54,000.00	0.00	0.00			54,000.00	
Balance Carried Fwd			396,000.00						
Cashbook Totals			<u>450,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>450,000.00</u>	

Government Confirms it Will Respond to the NPPF consultation by End of Year

🕒 31 October 2024

As part of its budget 2024 statement, the government has confirmed its plans to respond 'to the National Planning Policy Framework (NPPF) consultation before the end of the year to confirm pro-growth reforms to the planning system.'

The confirmation follows a previous warning that the response could be delayed due to the 'thousands and thousands' of responses received.

SLCC submitted its response to the NPPF consultation in September, **which you can access here**.

Article categories

Government Announcements/Legislation

- All >
- Applicable in England only >
- Applicable in Wales only >
- Civility & Respect >
- Climate Change >
- Commercial News >
- Consultations >
- Coronavirus (COVID-19) >
- Elisabeth Skinner's Blog >
- Funding >
- General Election >
- General Sector News >
- Government Announcements/Legislation >
- IIMC >
- Local Government Pay >
- Planning >
- President's Blog >
- SLCC Training and Updates >

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 21st October 2024 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm

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

By Zoom: Councillor Glover (from 7:12 pm) and Wiltshire Councillor Mike Sankey.

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

238/24 Welcome & Housekeeping:

Councillor Wood welcomed everyone to the meeting; as there were no members of the public in the room and everyone in attendance regularly attended council meetings, the housekeeping messages did not need to be 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.

239/24 Apologies:

Councillor Glover tendered his apologies due to being unwell; this reason for absence was accepted. Councillor Glover did subsequently attend the meeting via Zoom but understood that he would be unable to vote as he was not considered to be present at the meeting.

The Clerk advised that officers had not heard from Councillor Chivers; however, Councillor Franks was in attendance at the meeting as his substitute as per a standing arrangement in place.

240/24 Declarations of Interest: None

241/24 Dispensation Requests for this Meeting: None

242/24 Parish Council standing dispensations relating to planning applications:

It was noted that the parish council has a dispensation lodged with Wiltshire Council to deal with S106 agreements relating to planning applications within the parish.

243/24 To consider holding items in Closed Session due to confidential nature:

Agenda item 12ci was related to a meeting with Tor & Co. and Martin Grant Homes, which needed to be confidential at this stage at the request of the developer. Agenda item 12cii was in relation to an update from a local business on their search for employment land, which was also confidential at this stage.

Resolved: Agenda items 12ci and 12cii be held in closed session for the reasons detailed above.

The council agreed to suspend standing orders for a period of public participation.

244/24 Public Participation:

Wiltshire Councillor Sankey noted that this committee would be discussing the Octavian Bonded Warehouse planning application this evening and wished to make members aware that all commercial vehicles are directed to turn right when leaving the Eastlays complex. This means that it will take these vehicles through areas of the parish, including Shaw, Whitley, and Beanacre.

He also wished to listen to the council's deliberations on the application to remove the planning condition on The Acorns/Hunters Wood application. He explained that he has spoken to the case officer at Wiltshire Council about this application and has been advised that he can "Call In" this application which he has done. He explained that he had complained to Wiltshire Council in August concerning the developers' non-compliance with getting the road and roundabout constructed and completed before the occupation of 350 dwellings, which has now passed. The developers have blamed Wiltshire Council for the non-compliance, and it would appear from the application to remove the planning condition that the pre-app advice was given by an enforcement officer at Wiltshire Council. He feels that this is an attempt to cover the fact that the developer did not comply with the planning conditions and Wiltshire Council failed to act upon it; he feels that for this reason this application should be opposed.

Councillor Wood asked members whether they wished to ask Wiltshire Councillor Sankey any questions before the meeting went back into session.

Councillor Richardson advised that he was unaware of the direction for commercial vehicles to only turn right out of the Eastlays complex and had not seen any signage to this effect. He queried whether this was to stop the traffic flow and noise through Gastard. Wiltshire Councillor Sankey explained that some years ago at the planning stage of this site, a Wiltshire Councillor for Gastard had visited the site and made comments with regard to turning out of this site, and subsequently this instruction was put into place. It was noted that this was only an instruction not to turn right out of the site, and there was no legal obligation for commercial vehicles to abide by this. Councillor Richardson had noted that he had seen vehicles turning left out of this site.

The committee reconvened.

245/24 Planning Applications: The Council considered the following applications and made the following comments:

- a) [PL/2024/08989](#): **Bloor Homes/David Wilson Homes, Basil Drive, Melksham, SN12 6ZJ:** Removal of condition 28 relating to application 14/10461/OUT Outline application for up to 450 dwellings (now known as The

Acorns/Hunters Wood). 28: No more than 350 dwellings hereby permitted shall be occupied until the highway infrastructure identified as Phase 3 has been constructed and completed in accordance with the approved plans.

Comments: The parish council strongly object to the removal of condition 28 and feel that it should remain in place and be enforced.

- b) [PL/2024/08390](#): **Orchard House, 236 New Road, Melksham, SN12 7QZ:** Rear/Side second storey extension over existing footprint. Applicant: Mr. Potter.

Comments: The parish council have no objections.

- c) [PL/2024/08718](#): **19 Shaw Hill, Shaw, Melksham , SN12 8ET:** Proposed Ground Floor Rear Kitchen Extension and New First Floor En-Suite Extension over existing Entrance Hall. Applicant: Mrs. Adams

Comments: The parish council have no objections.

- d) [PL/2024/03104](#) **Octavian Bonded Warehouse, Goodes Hill, Gastard, Corsham, SN13 9PP:** Proposed construction of 2-storey extension to the side of existing offices and single storey storage building. Applicant: Octavian Wines Ltd

Comments: The parish council have no objections.

- e) [PL/2024/09245](#) **Whitley Brow, 178 Top Lane, Whitley, Melksham, SN12 8QU:** Consent under Tree Preservation Order (TPO) 2 x Horse Chestnut trees – crown lift to 3m; reduce height by up to 4m; reduce sides by to 3m and remove major deadwood. Applicant: Steve Dallard

Comments: The parish council have no objections.

246/24 Planning Appeals & Decisions: Appeal decision (upheld/approved) for Land to the west of Semington Road, Melksham SN12 6EF PL/2022/08155 APP/Y3940/W/24/3343787.

Members noted that the recent planning appeal for land to the west of Semington Road, Melksham, was upheld.

247/24 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

a) **52e Chapel Lane, Beanacre (Planning Application PL/2023/05883)**

The Clerk advised that there had been no new matters arising on this application.

b) **Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP (Planning Application PL/2024/07097.**

The Clerk advised that there had been no new matters arising on this application, other than to note the NHS response to the application.

c) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS (Planning Application PL/2023/11188):

The Clerk reminded members that at the last planning committee meeting they considered some revised plans for the Land at Blackmore Farm planning application. It was noted that there were only a few changes made to the applications relating to a new proposed access junction onto Sandridge Common Road from the development. The parish council had reiterated their previous comments with regard to only having one access to the development, which is not considered to be suitable. The Clerk explained that Wiltshire Councillor Holder had forwarded the comments to the Wiltshire Council planning officers and endorsed the parish council's comments. Wiltshire Councillor Holder has confirmed that even though this site is included in the draft Wiltshire Local Plan, due to the size of the development, it has been called in and will go forward to the Wiltshire Council Planning Committee.

Members noted the NHS response to the application.

248/24

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

a) 489a Semington Road: Response from Wiltshire Council regarding next steps following the refusal of the Certificate of Lawfulness for the use of the annexe:

It was noted that the resident was still living in the annexe, and the parish council had previously queried with Wiltshire Council what the next steps were with regard to this, considering the Certificate of Lawfulness for this use was refused. Wiltshire Council had now come back and advised that the owner's agent was in the process of submitting a temporary application for the resident to reside in the garage while the development on the land next door was taking place. It was advised that this should be submitted to Wiltshire Council within 4 weeks. It was noted that this email correspondence from Wiltshire Council was dated 24th September, so this time period has now passed. It was noted that at a previous planning meeting, members had received correspondence from Wiltshire Council advising that the resident had two options with regards to using their garage as living accommodation. Either applying for temporary planning permission with a legitimate reason as to why they needed to reside in the garage or move out in the next 12 weeks, which would give them time to find alternative accommodation. Members expressed frustration that this time had now passed without any evident action being taken. Members felt that another email should be sent to Wiltshire Council requesting an update on whether an application has been received to temporarily reside in the garage and, if not, to query the next enforcement steps as the resident should not be living in the garage without the appropriate permissions in place.

Resolved: The Clerk write to Wiltshire Council and request an update on whether the resident has submitted a temporary application to reside in their garage as previously advised. If this hasn't been submitted questions should be raised as detailed above.

b) Land West of Semington Road, Melksham (Townsend Farm):

i) Enforcement report regarding unauthorised access to site and any update received as a result

It was noted that the parish council had previously raised concerns with Wiltshire Council with regard to construction vehicles accessing this site from Berryfield Lane and via the A350 rather than the approved access on Semington Road. This access was considered to be highly dangerous, and the parish council has expressed these highway concerns previously. Councillor Franks confirmed that construction vehicles were still accessing this site, and he noted that just this afternoon he had witnessed a truck going down Berryfield Lane via the A350 and depositing mud all down the road. He has also noted that the parts of the lane had recently been repaired, and this is now getting damaged again due to these heavy-duty vehicles using this as a site access to the development. It is understood that the reason why the approved access wasn't being used was due to a BT chamber obstructing the access. Wiltshire Council's Planning Enforcement department had updated the parish council to advise that an updated construction management plan (CEMP) has just been submitted for review via a Discharge of Condition application. A meeting is due to be arranged with the developers and Wiltshire Council Highways in due course to discuss this matter; however, to date no information has been provided as to when this is scheduled to take place. Members expressed frustration that it appeared that nothing was being done to stop the dangerous access off the A350 and the impact on residents with construction vehicles coming down Berryfield Lane and through the residential area in Berryfield Park. As such, this needed to be escalated, especially as it was considered to be dangerous for construction vehicles to use this access.

After a discussion, members felt that as the approved planning conditions do not appear to be enforced and something needed to be done as a matter of urgency to stop these vehicles, Wiltshire Councillors Nick Botterill (Cabinet Member for Planning), Nick Holder (Cabinet Member for Highways), Jonathon Seed (Local Member for Melksham Without West & Rural), and Nic Thomas (Director of Wiltshire Council Planning) should be contacted to progress this matter.

Resolved: The council contact the Wiltshire Council members as detailed above to progress this matter.

ii) **Vibration monitor report following residents' request to developers and any further correspondence as a result of this request:**

Members were reminded that at the last planning meeting the council had requested that regular vibration monitoring reports should be issued. This was following a report from a resident during public participation that her house vibrated every time heavy machinery travels across the site. It was noted that the latest readings indicated that no measurement reached the transient guide levels for cosmetic or structural damage to buildings. This is despite the fact that the resident is reporting that cracks have appeared in areas of her home since work started. The Clerk had contacted Building Control at Wiltshire Council to see whether there was any more that could be done; however, she had been advised that this was a civil matter so there wasn't anything that they could get involved with. The resident has been advised to keep a detailed log of events with timed and dated photographs in case it is needed for a civil claim in the future.

Members noted this.

c) **Semington Road: Possible breaches of enforcement.**

The Clerk reported that someone has made an entrance near the bus gate on Semington Road, which is on Wiltshire Council owned land and is currently being investigated. It was noted that in the process of making this unauthorised access, the hedgerow was also taken out, which is Wiltshire Council property.

Secondly, the council has received reports from residents about works appearing to be being undertaken in the New Inn Pub Garden. It was queried whether this should be raised with planning enforcement. Councillor Franks advised that the structure wasn't large and was a cover for people using the pub garden.

d) **Westland Farm, Westlands Lane Battery Storage sites: Noise complaint:**

The Clerk explained that some time ago a resident of Corsham Road in Whitley made a complaint to Wiltshire Council's Public Protection department regarding the noise coming from the battery storage facilities in Whitley (Westlands Farm, Westlands Lane, Whitley, Melksham). A further complaint has been made to Wiltshire Council by the resident in relation to noise coming from this area. The Clerk advised that in May of this year there was a variation of conditions for the installation of more batteries at both of these sites, so she assumes that this is what the noise was (PL/2024/01377 & PL/2024/01378). The Clerk explained that the resident is unhappy that residents were not consulted or made aware of the variation of conditions. Wiltshire Council have gone back to the resident and has asked them to keep a detailed diary of the noise, which had previously been documented. The resident wanted to make the council aware and tell local members that she felt that this wasn't very

helpful advice from Wiltshire Council, especially as the noise was coming from the same site as before, which had already been documented. Councillor Richardson confirmed that some battery units have been delivered over the past few weeks, which has been noticed by residents. Members noted this complaint to Wiltshire Council.

249/24 Planning Policy

a) Neighbourhood Plan update:

The Clerk advised that the Neighbourhood Plan had been approved by Melksham Town Council at their meeting on Tuesday 8th October. She reported that the plan was nearly ready for submission to Wiltshire Council, pending the checking of the final few supporting documents, and hopes for it to be submitted in the next few days. Once the plan has been submitted, there will be a press release to direct members of the public to the website to view the comments and what changes have been made to the plan as a result.

Members thanked everyone involved in the production of the Neighbourhood Plan and its supporting documents.

b) Local Plan:

The Clerk advised that she has had a brief look at the Local Plan to ensure that any changes made do not affect anything to do with the Melksham Neighbourhood Plan. She had spoken to Wiltshire Councillor Holder, who felt that the version had not changed. The Clerk had also spoken to Place Studio (the Melksham Neighbourhood Plan planning consultants), who had looked at the Local Plan and noted that there had been a couple of changes made to the plan. The Clerk explained that, like with the Melksham Neighbourhood Plan, any comments made with regard to the Local Plan consultation have to be published along with their responses to each of the comments.

Members noted that the Wiltshire Local Plan had been approved by Wiltshire Council for submission to the Planning Examiner on 15th October.

c) News article regarding lack of social housing providers

Councillor Franks explained that he had seen a news article stating that housing providers, predominantly housing associations, no longer had as much funds to spend on buying new properties as they once did. He felt that this was interesting, especially as the government had previously spoken about proposals to have a target of 40% designated affordable housing. He did note that he had seen another news article about the empty properties that were around. Councillor Glover noted that he had seen an article that talked about the potential for the government to make funds available specifically for building affordable housing.

Members noted this.

250/24 Lithium-ion Battery Safety Bill:

The Clerk explained that the council had previously looked at the Lithium-Ion Batteries Bill that Lord Foster wished to get passed, which he was unsuccessful in doing. Prior to the ballot for the bill, the government published their own Product Safety and Metrology Bill, which included many of the issues that were in the bill Lord Foster was trying to get passed. It was explained that the bill was looking to tighten rules on the safe use and disposal of batteries. This was following an increase in fires associated with lithium batteries, which are used in e-bikes and e-scooters.

When the parish council looked at this bill a few months ago, members had asked for the bill to include a proper consultation before large scale battery storage systems (BESS) are constructed. The Clerk explained that because many people had asked for the same, this had been included in the bill. The Lithium-ion Battery Safety Bill was introduced in the House of Lords by Lord Redesdale, and it had a successful reading on 6th September. The parish council is now being asked to write to Baroness Jones, who is in charge of the bill, in support of it.

After a discussion, members felt that a couple of amendments needed to be made to the bill, which were as follows:

The draft bill talks about stand-alone BESS facilities, but this could be open to interpretation because there are some BESS facilities that are part of another scheme.

An amendment should, therefore, be made to state that **a BESS might be a stand-alone system or part of a larger scheme.**

The bill talks about approval by the planning authority, which is open to interpretation because a development consent order is approved by the Secretary of State. It was felt this needed to be amended to be more specific, which is as follows:

The approving authority might be the local Planning Authority or the Secretary of State in the case of a development consent order.

It was noted that the planning authority must consult with the Environment Agency, the Fire and Rescue Service, and the Health and Safety Executive. It was felt that it would be helpful if there was an obligation to have regard to all comments made by these consultees. It was also felt that any comments made as part of a consultation should have a response detailing what suggestions they accept and which ones they don't. It was therefore felt that this should be included in the parish council's response back to the bill.

When the parish council considered this bill before, it was suggested that the list of consultees should also include Historic England, and DEFRA, for example. It was felt that this should be included in the response back to the bill.

Recommendation: To respond to the Lithium-ion Battery Safety Bill with the points as detailed above and send a copy of the response to the local MP.

251/24 S106 Agreements and Developer meetings:

a) Updates on ongoing and new S106 Agreements:

i) **Pathfinder Place:** None.

ii) **Buckley Gardens, Semington Road:**

Members noted that three dwellings had been occupied in this development. The Clerk explained that she had asked the Wiltshire Council Street Naming Department for a list of the road names, which she was still waiting for. She had also informed Wiltshire Council of the first occupation in this development and had asked whether everything that is required to be done before the first occupation has been.

iii) **Land to rear of Townsend Farm for 50 dwellings:**

As some background information, as part of the Bowood View development, a new bus shelter was installed at the entrance to Telford Drive. It was discovered that in the schedule of conditions for the Townsend Farm development, the developer is required to provide a new bus stop for northbound buses located to the south of the access point of the site. This would, however, put this stop within touching distance of the recently provided shelter outside of Telford Drive, so the parish council had requested for the Section 106 agreement for this development to be amended so that a bus shelter/stop could be provided for southbound buses instead. It was explained that the bus currently stopped outside of the entrance to the Mobile Home Park; however, it did not have any kerbs or footway so was not deemed to be safe for residents. There have previously been complaints from residents of the Mobile Home Park stating that it was difficult to access the shelter outside of the entrance to Telford Drive as there was no connecting footway back to the Mobile Home Park entrance meaning that they would either have to walk in the road facing oncoming traffic or to cross the road, walk down the pavement, and then cross back over again. This is not suitable, especially for residents who have mobility issues and are only able to walk short distances.

The parish council had tried to progress this; however, received a response from Wiltshire Council quoting back what the developer was required to provide, which was already known.

Councillor Baines explained that the parish council was trying to amend the Section 106 as there was no requirement to have two bus shelters/stops within such a short distance of each other and felt that it would be more beneficial to residents to have a southbound stop to alleviate difficulties experienced by Mobile Home Park residents. The parish council had undertaken a site visit with the Principal Traffic Engineer at Wiltshire Council, and there may be a possibility for creating a section of new footway incorporating a bus stop on the Mobile Home Park side. He had responded back to Wiltshire Council to state these details. The Principal Traffic Engineer at Wiltshire Council had responded, stating that he didn't commit to the possibility of providing a bus provision on this side, as no design work had been undertaken. He advised that in order to progress this, a full topographical survey of the area would be required in order to ascertain whether it would be feasible or not. The Clerk explained that Wiltshire Council Highways will not undertake the topographical survey until the parish council has confirmed with the Wiltshire Council Planning Department that the Section 106 can be changed so that the bus shelter/stop can be installed on the other side of the road. The Wiltshire Council Planning Department has advised that the parish council will have to ask the developer, which has been done but they are yet to come back.

Councillor Baines advised that the use of the bus stop outside of the Mobile Home Park was for residents who resided there coming back from town, and therefore there was not a need for a bus shelter to be installed in the location. He did not feel that there was room for a shelter in this location but suggested that a footway with some raised kerbs and a flag was doable as long as the topographical survey didn't highlight any issues.

Members felt that Councillor Seed, as a cabinet member for highways at Wiltshire Council, should be advised about what the parish council would like to do at this location. This request should also be taken to LHFIG (Local Highways and Footway Improvement Group) to ascertain how much the topographical survey would cost and ascertain whether any funding could be provided.

Recommendation: The parish council take the above request to LHFIG and contact Councillor Seed as the local Ward Member of Wiltshire Council

iv) Land South of Western Way for 210 dwellings and 70 bed care home:

No updates.

v) Bowood View, Semington Road:

The Clerk informed members that Mr. Phillips had now become a director of the Bowood View Management Company; however, there were still some site adoption issues. Members noted this.

vi) To note any S106 decisions made under delegated powers: None.

vii) Lack of engagement with Wiltshire Council and Parish Council on planning conditions and draft s106 agreements again

The Clerk explained that a few years ago the parish council attended a meeting with Councillor Nick Botterill, Nic Thomas (Director of Wiltshire Council Planning), and the local Wiltshire Council members to raise some general issues. This was mainly on how parish councils can engage with the Wiltshire Council Planning Department on what is included in Section 106 agreements. This was following the fact that the parish councils' views are not taken into account on Section 106s and only find out what is included in the agreements after they are signed or when issues occur. It is disappointing that there currently isn't any engagement by Wiltshire Council with regard to this. The Clerk explained that at the recent planning appeal, the Planning Inspector asked the parish council's opinion on every planning condition and Section 106 clause to ensure they were happy. When this was written up, the inspector checked with the parish council again to ensure that everyone was happy with the wording. Unfortunately, the same courtesy is not shown by Wiltshire Council on such matters. The Melksham Neighbourhood Plan is an important part of the local plan and should be taken into account when making decisions. It was felt that the council should identify the actions that the Inspector went through at the recent appeal and ask Wiltshire Council why they were not doing this. Councillor Pafford explained that he had spoken to Councillor Richard Clewer about this matter and advised him of the meeting the parish council had a few years ago where promises were made that action would be taken, but nothing has changed.

It was noted that at the meeting with Wiltshire Council a few years ago they stated that there were not enough officers in the Planning Department to respond to queries; however, they had now taken on more staff in the Planning Department.

The Clerk queried whether a wider email needed to go to the head of the planning department at Wiltshire Council, Councillors Botterill and Clewer, about the fact that there is little or no enforcement and no engagement with parish and town councils on section 106 agreements and planning conditions. Neighbourhood plans are also not given the weight they should be when decisions are being made. An example of this was at the recent planning appeal, where Wiltshire Council made

the decision not to defend the appeal but had not let the parish council know. It was felt that rather than doing separate emails for each specific thing, one email should be sent to Wiltshire Council detailing the points made above.

Recommendation: The parish council contact Nic Thomas (Director of Wiltshire Council Planning) and Wiltshire Councillors Botterill, and Clewer regarding the issues as detailed above.

b) C Contact with developers

- i) Notes from meeting held with Tor & Co and Martin Grant Homes (if available) and agree any comments to send at this stage.**

Held in closed session.

- ii) Update from local business on search for employment land**

Held in closed session.

Meeting closed at 20:28 pm

Chairman, 11th November 2024

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 4th November 2024 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm

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

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

252/24 Welcome & Housekeeping:

Councillor Wood welcomed everyone to the meeting. As a new member of the public was 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.

253/24 Apologies:

The Clerk advised that officers had not heard from Councillor Chivers; however, Councillor Franks was in attendance at the meeting as his substitute as per a standing arrangement in place.

254/24 Declarations of Interest: Councillors Wood and Franks declared an interest in agenda item 7 regarding the proposal for homes on land to the north of Berryfield Lane as residents of Berryfield but noted that they were not a pecuniary interest.

255/24 Dispensation Requests for this Meeting: None

256/24 Parish Council standing dispensations relating to planning applications:

It was noted that the parish council has a dispensation lodged with Wiltshire Council to deal with S106 agreements relating to planning applications within the parish.

257/24 To consider holding items in Closed Session due to confidential nature:

Agenda item 12a was relating to the Melksham Neighbourhood Plan and as the plan had not yet been submitted to Wiltshire Council was still confidential at this stage.

Resolved: Agenda item 12a be held in closed session for the reasons detailed above.

The council agreed to suspend standing orders for a period of public participation.

258/24 Public Participation:

There were two members of the public present at the meeting. Resident 1 wished to speak on agenda item 7 relating to the proposal for homes on land to the north of Berryfield Lane. The resident explained that he will be impacted by this proposal if it goes ahead as his home backs onto the proposed land. He explained that he had a number of concerns in relation to this proposal, which were as follows:

- This site has not been allocated in the Melksham Neighbourhood Plan.
- This proposal would have a negative impact on the local landscape despite the developers expressing that it would improve the landscape.
- If this went ahead, it would be the end of the Wilts & Berks Canal link project, which would lose opportunities for Melksham such as employment and tourism.
- Loss of privacy for current residents
- There is an overdevelopment in Berryfield, over the past three years Berryfield has seen an increase of around 450 properties. Other areas have been earmarked for development and they would be far more suitable.
- Berryfield Lane is unsuitable for access for an increase in traffic. The proposed access from this development will be onto Berryfield Lane, which is a single-track road.

Resident 2 wished to speak on the planning application for 489A Semington Road (PL/2024/09323). It was noted that this application was for planning permission to use the garage/office building as temporary residential accommodation. The resident explained that the landowner was undertaking a development on the adjacent site, which had been referenced in this application; however, this had not been worked on for the past four years. He explained that the landowner had previously been granted planning permission for the garage, which is what it should be used for as per the permission granted at the time, not for accommodation, which is what was now being applied for. Over the past 15 years, the landowner has submitted several planning applications for this site, and the resident feels that he should now be refused planning permission as it is not suitable.

Secondly, resident 2 wished to speak on the proposal for land north of Berryfield Lane. He wished to raise the following issues:

- Access to and from the site is an issue.
- The field is flooded for 4-6 months of the year.
- The illustration shown at the public consultation event showed the gardens of four properties on Semington Road backing onto the adjoining field. He feels that there has been no consideration for residents of these properties, which is unacceptable. All other properties on the plan had some kind of buffer, which stops the existing properties from being incorporated into the potential proposal. The existing properties have rear access at the back with access onto the field. He understands that there is a right-to-light legislation, which means that a house can't be built at the end of the garden in case it impacts on light coming into the property. He feels that if this proposal did go ahead,

there needs to be some kind of buffer, like the Bowood View estate, which has a buffer between adjoining properties that border onto the development.

- This is on the route of the proposed Wilts & Berks Canal, which would be lost if this went ahead. He feels that the canal would be a true benefit for the village.
- Berryfield does not need more affordable housing, as over the past few years this area has had enough. He feels that this should be spread out in other areas.

Resident 2 feels that the developers have a complete disregard for the residents of Berryfield over this application.

The Committee reconvened.

259/24 Planning Applications (Part 1): The Council considered the following applications and made the following comments:

- a) [PL/2024/09323](#): **489A Semington Road, Melksham, Wilts, SN12 6DR:** Use of building as a site office/store/welfare facilities and residential accommodation for a temporary period by the owner/project manager in connection with the ongoing development of the adjacent sites. Applicant: Mr. Williams

Councillor Baines highlighted that planning permission had previously been given for this building to be a garage; therefore, this is not living accommodation. Moreover, a planning condition of the permission granted for the garage was for it not to be used as living accommodation.

Comments: The parish council strongly object to this application.

The committee agreed to move agenda item 7 forward.

260/24 Response to public consultation for proposal for homes on land to the north of Berryfield Lane:

It was noted that there was a public consultation drop-in event in relation to this proposal at Berryfield Village Hall on Wednesday 30th October. Councillor Wood advised that the event had a good turnout with around 150 residents in attendance. Councillor Franks explained that he attended the drop-in event and felt that the way the developer was talking about this proposal alluded to the fact that they felt that it was a foregone conclusion that this would be approved. He has spoken to a number of residents who feel that Berryfield has been overdeveloped due to a number of houses that have been built over the past few years and feel that developments should be constructed in other areas. Furthermore, it is felt that if these types of developments go ahead, Berryfield will lose its village feel and will instead become part of the town. Another issue is the access from Berryfield Lane, which is a single-track road and is not suitable for additional traffic. Councillor Franks highlighted that the tarmac was already coming off of this stretch of road, so this needs to be taken into consideration.

Councillor Baines felt that residents needed to be made aware that until the developers spoke to the parish council, they did not intending on holding a public consultation event inside of Berryfield Village Hall and instead were going to do this online. It was the parish council who insisted that they should hold a consultation so that everyone was able to engage with them, as not everyone had online access. Councillor Baines did not feel that this was a suitable site for this type of development and, as raised by residents, felt that this would end the proposal for the Wilts & Berks Canal link.

Councillor Franks explained that the form provided by the developers for residents to submit their comments on the proposal was more like a marketing form. He had queried with the developers where on the form residents could write their comments. He was advised that he could write on the form anonymously; however, he did not feel that this was appropriate, especially as it is not a registered document, so there was no trail of everyone's comments. This means that there is no mechanism for the developers to go back and actually read the comments from residents.

Councillor Pafford advised that this was a speculative proposal; this land has not been allocated for development in the Wiltshire Local Plan nor in the Melksham Neighbourhood Plan. He agrees with the comments made at this meeting about Berryfield being overdeveloped. He felt that the council needed to be aware that Wiltshire Council has a record of not defending applications when they go to appeal, which the developers will know. He felt that the council needed to strongly object to this application. Development needs to be plan-led and not speculative. Councillor Richardson felt that the whole point of a public consultation was to listen to the views of residents and take into consideration and reflect on those views; however, the fact that the developers are planning on submitting an application this year gives them little time to consider residents views.

The Clerk provided members at this evening's meeting with the notes from the developer meeting held with Tor & Co. on this site. She advised that there were some additional things to note, such as the fact that Berryfield was a small village in the Core Strategy and protected as such in Policy 6 in the Melksham Neighbourhood Plan. It is not allocated as a housing site in the adopted or emerging reviewed Melksham Neighbourhood Plan; however, parts of the site were assessed independently by AECOM and were rated as red as not sustainable. This site is a green wedge in the emerging Neighbourhood Plan 2 to prevent the coalescence between Melksham town and Berryfield.

The Clerk explained that the council had a list of things in the event that the development went ahead that could be submitted as part of the response to the consultation. Members felt that these should only be submitted in the event that a planning application is submitted, as the parish council wishes to discourage an application. It was felt that it needed to be emphasised that this site is not sustainable from an access and highway point of view.

It was agreed that another reason for objecting to the proposal was due to no safe walking routes to school.

Members agreed that the parish council should strongly object to this proposal for policy and planning reasons.

Resolved: The parish council strongly object to this proposal for policy and planning reasons as discussed above.

261/24 Planning Applications (Part 2): The Council considered the following applications and made the following comments:

7.36pm the residents left the meeting.

- b) **[PL/2024/07915](#): Whaddon Grove House, Berryfield Lane, Melksham, SN12 6EL:** To site a mobile home on land north of Whaddon Grove House for use of ancillary accommodation. Applicant: Mr. Jenkins.

Comments: The parish council has no objections to this application; however, would like to add a caveat that this permission should only be granted for a maximum of 5 years, with the option for the applicant to seek renewal of this permission after this time.

- c) **[PL/2024/09606](#): 238 New Road, Melksham, SN12 7QY:** Proposed garage/store. Applicant: Mr. Regler. (Comments by 25th November 2024)

Comments: The parish council have no objections.

- d) **[PL/2024/09727](#): 38 Shaw Hill, Shaw, Melksham, SN12 8EY:** Proposed rear extension and new garage to the front of the property. Applicant: Mr. & Mrs Bensley.

Councillor Richardson raised a procedural issue with this application. The application states 38 Shaw Hill; however, all of the other paperwork included in the application states 39 Shaw Hill. He was concerned that the council may be reviewing an application for the wrong address, as it was unclear whether the council were considering an application for 38 or 39 Shaw Hill. He felt that it was more likely to be for 39 Shaw Hill; however, it was noted that the application form stated 38 Shaw Hill. It was felt that this application needs to be deferred as there was not enough information provided as to the purpose of the garage, and members are unsure what which house address this related to.

Resolved: This application to be deferred until the next planning committee meeting due to the uncertainties around the correct address of this application and not enough information has been provided with regard to the purpose of the garage. Officers to contact Wiltshire Council to obtain this information.

262/24 Lime Down Solar Consultation Summary Report:

As part of the agenda pack, members were provided with CAWS (Community Action Whitley and Shaw) response to the consultation report. Members felt that it was an excellent piece of work from CAWS. Councillor Richardson advised that it was not felt that the report was a true representation of the views of local residents. He was aware of comments made by residents that have not been mentioned in the report, and that 25% of the submissions were from Shaw & Whitley residents regarding the proposed BESS (Battery Energy Store System) at Whitley and yet not really featuring in the report. He has concerns regarding the extent to which this report can be relied upon for the next stages of the process. It was noted that CAWS have now sent these comments to Lime Down Solar.

Members support everything that CAWS have highlighted in their letter

Resolved: The parish council supports comments made by CAWS in relation to the Lime Down Solar Consultation report.

263/24 Land off Beanacre Road, Beanacre: To note confirmation that tree preservation order (TPO/2024/00015) has been made.

Members noted this.

264/24 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

a) 52e Chapel Lane, Beanacre (Planning Application PL/2023/05883)

The Clerk advised that a resident had contacted the fire service and asked them whether they could access the site in the event of a fire. They have responded to the application, advising that if this application is approved, it must ensure that access to the site, for the purpose of firefighting, is adequate for the size and nature of the development.

b) Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP (Planning Application PL/2024/07097)

The Clerk explained that provided in late papers was the response to this application from the Sustainable Transport department at Wiltshire Council; however, she had not had a chance to look back over it. It was agreed that this should be deferred to the next planning meeting.

c) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS (Planning Application PL/2023/11188)

The Clerk advised that Snarlton Farm had submitted the latest comments to this application and have objected due to the entrance being close to their entrance. Members noted this.

265/24 Planning Enforcement:

a) Land West of Semington Road, Melksham (Townsend Farm):

The Clerk has recently written to Wiltshire Council with regard to the unauthorised access to the site from Berryfield Lane and via the A350 rather than the approved access on Semington Road. The Planning Officer has confirmed that he has said no to the discharge of condition in relation to the developers not having to access the development via Semington Road. This was sent to planning enforcement, but to date, there has been no answer back from Wiltshire Council. A Councillor reported that construction vehicles are still accessing the site via Berryfield Lane. He also raised concerns about the scaffolding firm based off the Lane, as he does not believe that they have an operator's license, and the waste firm, as he believes that they may not have a waste transfer license. It was agreed that the Clerk would check this.

It was felt that a meeting needed to be arranged with the Wiltshire Council Enforcement department about this site. This should also be sent to the Melksham News.

Recommendation: A meeting to be arranged with the Wiltshire Council Enforcement department about this site with the Berryfield Ward Councillors as well as Councillor Franks.

The Clerk explained that she had spoken to the Licencing Officer at Wiltshire Council with regard to the New Inn Pub. It was confirmed that they currently have no licence to run the pub. They are currently in the process of applying for a new licence which will come through to the parish council for comment as consultees. Wiltshire Council do not close down pubs, and if there was a licence application review, this would have been reviewed in the public domain. Members noted this.

266/24C Planning Policy: Melksham Neighbourhood Plan update:

Held in closed session.

267/24 S106 Agreements and Developer meetings:

a) Updates on ongoing and new S106 Agreements:

i) Pathfinder Place:

The Davey Play Area transfer has come through and is for the Asset Management to consider later on this evening.

ii) Buckley Gardens, Semington Road: None.

iii) Land to rear of Townsend Farm for 50 dwellings:

The request for the section 106 change has been chased this afternoon and is on the LHFIG (Local Highway and Footway Improvement Group) agenda for Thursday 7th November.

iv) Land South of Western Way for 210 dwellings and 70 bed care home:

No updates.

v) To note any S106 decisions made under delegated powers: None.

b) Contact with developers: None.

Meeting closed at 20:05 pm

Chairman, 11th November 2024

AGENDA ITEM 11:

Neighbourhood Plan delegated decisions

Clerk's Note

The following documents have been updated and approved for submission under delegated powers by Councillor David Pafford (Chair of NHP Steering Group and MWPC Councillor), Teresa Strange, MWPC Clerk in conjunction with Place Studio. As per the Steering Group, the town council were invited to be part of the delegated powers but have not responded to those requests.

The following documents were updated to reflect the final version of the Submission Version: September 24 Melksham Neighbourhood Plan as approved by the Steering Group on Wednesday 23rd September, Melksham Without Parish Council on Monday 7th October and Melksham Town Council on Tuesday 8th October.

- Joint Melksham Neighbourhood Plan Submission Version: September 2024
- Basic Conditions Statement
- Consultation Statement and all Appendices (Comments received and response of Steering Group)
- Modification Statement
- AECOM SEA (Strategic Environmental Assessment)
- Place SEA Addendum
- Local Green Space Evidence Base report
- Green Gap & Wedge Study Addendum
- Site Allocation Topic Paper
- Historic Non-Designated Assets report
- All communications material post submission

Outstanding for Place Studio to invoice:

2.5 days outstanding against quotation previously agreed

1 day as agreed for additional SEA work

1 day for additional Submission prep

Total 4.5 days at £570 per day = £2,115 excluding VAT

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		139,333.57					139,333.57	
V4158-BACS	Banked: 01/10/2024	40.00						
V4158-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield 13a allotment rent
V4159-BACS	Banked: 01/10/2024	80.00						
V4159-BACS	Allotment Holder	80.00			1310	310	80.00	Berryfield plot 7a rent
V4160-BACS	Banked: 01/10/2024	80.00						
V4160-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 21 rent
V4161-BACS	Banked: 01/10/2024	40.00						
V4161-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 17a rent
V4162-BACS	Banked: 01/10/2024	6.88						
V4162-BACS	BASRAG	6.88			1130	110	6.88	Inv.457 Halloween flyer printi
V4198-INTE	Banked: 02/10/2024	1,810.57						
V4198-INTE	CCLA Investment Management Ltd	1,810.57			1080	110	1,810.57	Interest
V4198-INTE	Banked: 02/10/2024	-1,810.57						
V4198-INTE	CCLA Investment Management Ltd	-1,810.57			1080	110	-1,810.57	WRONG CB
V4163-BACS	Banked: 03/10/2024	40.00						
V4163-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 28 rent
500183	Banked: 04/10/2024	150.00						
V4164-CASH	BASRAG	30.00			1130	110	30.00	Inv.445&446- Berryfield buzz p
V4165-067	Allotment Holder	40.00			1310	310	40.00	Rent for plot 3a Berryfield
V4166-068	Allotment Holder	40.00			1310	310	40.00	Berryfield 17a allotment rent
V4167-069	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 3 rent
500185	Banked: 04/10/2024	80.00						
V4168-071	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 6 rent
V4169-072	Allotment Holder	40.00			1310	310	40.00	Berryfield plot 5b rent
500184	Banked: 04/10/2024	200.00						
V4170-CHQ	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 25 rent
V4171-CHQ	Allotment Holder	160.00			1310	310	160.00	Berryfield 1b & 2b rent
V4172-BACS	Banked: 07/10/2024	40.00						
V4172-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 17 rent
V4173-BACS	Banked: 07/10/2024	80.00						
V4173-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 2 rent
V4174-BACS	Banked: 07/10/2024	14,452.00						
V4174-BACS	Football Foundation	14,452.00			1270	210	14,452.00	1st year funding-pitch improve
					355		14,452.00	1st year funding-pitch improve
					6001	210	-14,452.00	1st year funding-pitch improve
V4175-BACS	Banked: 07/10/2024	80.00						
V4175-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 27 rent
V4176-BACS	Banked: 07/10/2024	69.00						

Continued on Page 224

Receipts for Month 7

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>
V4176-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.458-6th Oct Match
V4177-BACS	Banked: 07/10/2024	40.00						
V4177-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 4 rent
V4178-BACS	Banked: 07/10/2024	40.00						
V4178-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 5 rent
V4179-BACS	Banked: 07/10/2024	40.00						
V4179-BACS	Future of Football FC	40.00			1210	210	40.00	Inv.453-1st Sept 11 aside hire
V4180-BACS	Banked: 07/10/2024	460.00						
V4180-BACS	Future of Football FC	460.00			1210	210	460.00	Inv.456- September blanket boo
V4181-BACS	Banked: 07/10/2024	500.00						
V4181-BACS	Future of Football FC	500.00			1210	210	500.00	Inv.461- October pitch booking
V4182-BACS	Banked: 09/10/2024	45.00						
V4182-BACS	Future of Football	45.00			1210	210	45.00	Inv.431 (part)- w/c 29 July tr
V4183-BACS	Banked: 09/10/2024	368.00						
V4183-BACS	Future of Football	368.00			1210	210	368.00	Inv.452- September evening tra
V4184-BACS	Banked: 09/10/2024	115.00						
V4184-BACS	Future of Football	115.00			1210	210	115.00	Inv.462-W/C 30th Sept training
V4185-VAT	Banked: 10/10/2024	4,271.04						
V4185-VAT	HM Revenue & Customs	4,271.04			105		4,271.04	VAT Refund-01.7.24-30.9.24
V4186-BACS	Banked: 14/10/2024	40.00						
V4186-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield plot 1a rent
V4187-BACS	Banked: 14/10/2024	40.00						
V4187-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 22 rent
V4188-BACS	Banked: 14/10/2024	40.00						
V4188-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield plot 18b rent
V4189-BACS	Banked: 21/10/2024	40.00						
V4189-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 9 rent
V4190-BACS	Banked: 21/10/2024	69.00						
V4190-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.458-20th Oct match
V4191-BACS	Banked: 22/10/2024	69.00						
V4191-BACS	Pilot FC	69.00			1210	210	69.00	Inv.460- 19th Oct match
V4192-BACS	Banked: 24/10/2024	80.00						
V4192-BACS	Allotment Holder	80.00			1310	310	80.00	Berryfield plot 2a rent
V4193-BACS	Banked: 24/10/2024	942.39						
V4193-BACS	S Whyborn	942.39			1490	142	942.39	Inv.463-Memorial bench
V4164-BACS	Banked: 28/10/2024	138.00						

Continued on Page 225

Receipts for Month 7**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>
V4164-BACS	Staverton Rangers	138.00			1210	210	138.00	Inv.459- October matches
V4195-BACS	Banked: 28/10/2024	69.00						
V4195-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.458- 27th Oct Match
V4196-BACS	Banked: 28/10/2024	69.00						
V4196-BACS	Pilot FC	69.00			1210	210	69.00	Inv.460- 26 Oct Match
Total Receipts for Month		22,913.31	0.00	0.00			22,913.31	
Cashbook Totals		<u>162,246.88</u>	<u>0.00</u>	<u>0.00</u>			<u>162,246.88</u>	

Payments for Month 7**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>
15/10/2024	Daisy (Onebill)	V4155-DD	45.29		7.55	4384	220	37.74	Inv.690-Pavilion wifi & Line
15/10/2024	Daisy (Onebill)	V4156-DD	45.29		7.55	4190	120	37.74	Inv.689-Campus wifi & Line
18/10/2024	RBL Poppy Appeal	V4122-6193	20.00			4070	120	20.00	Remembrance Wreath
21/10/2024	Unity Bank	V4154-6192	149,000.00			220		149,000.00	CHQ Transfer to Unity
29/10/2024	Lamplight	V4157-DD	57.00		9.50	4686	170	47.50	Inv.820-MCS Database Oct
Total Payments for Month			149,167.58	0.00	24.60			149,142.98	
Balance Carried Fwd			13,079.30						
Cashbook Totals			162,246.88	0.00	24.60			162,222.28	

Receipts for Month 7

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 :		49,616.93					49,616.93	
V4198-INTE	Banked: 02/10/2024	1,810.57						
V4198-INTE	CCLA Investment Management Ltd	1,810.57			1080	110	1,810.57	Interest
	Banked: 21/10/2024	149,000.00						
V4154-6192	Current Account & Instant Acc	149,000.00			200		149,000.00	CHQ Transfer to Unity
V4197-039	Banked: 21/10/2024	40.00						
V4197-CHQ	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 15 rent
Total Receipts for Month		150,850.57	0.00	0.00			150,850.57	
Cashbook Totals		<u>200,467.50</u>	<u>0.00</u>	<u>0.00</u>			<u>200,467.50</u>	

Continued on Page 232

Payments for Month 7

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>
01/10/2024	Grist Environmental	V4151-DD	107.40		17.90	4770	220	89.50	Inv.405-B'hill Waste away
16/10/2024	Lloyds Bank Plc	V4150-DD	676.09		97.79	4120	120	4.40	Postage to send docs to solici
						4680	170	111.04	NHP email address renewal
						4175	120	88.20	Office 365 monthly subscriptio
						4175	120	103.20	Microsoft apps annual subscrip
						4190	120	36.90	Office phone charges
						4120	120	2.70	Postage for planning agenda pa
						4175	120	5.50	MWPC Website web hosting
						4721	220	16.44	Locks for goal posts
						4155	120	11.11	Refreshments for council meeti
						4370	120	2.49	Sink Cleaner
						4150	120	12.06	Copier paper-Yellow & Green
						4155	120	43.33	Coffee for meetings
						4155	120	11.11	Refreshments for meetings
						4150	120	14.12	Coloured paper
						4155	120	35.98	Biscuits for meetings
						4150	120	13.74	Clr ID Badge
						4686	170	49.99	Emergency support hosting
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
24/10/2024	Agilico	V4123-BACS	58.97		9.83	4130	120	49.14	Inv.199-Office photocopying
24/10/2024	Carter Pumps	V4124-BACS	415.80		69.30	4212	220	346.50	007-Cold water boost pump serv
24/10/2024	Tollgate Security Ltd	V4125-BACS	760.80		126.80	4212	220	634.00	Inv.54300- Annual alarm mainte
24/10/2024	Vita Play Ltd	V4126-BACS	42,963.43		7,160.57	4575	142	35,802.86	4591-Hornchurch P/A Safety sur
24/10/2024	Vita Play Ltd	V4127-BACS	111.54		18.59	4575	142	92.95	4592-Kestrel Court p/a patch r
24/10/2024	Wellers Hedleys	V4128-BACS	494.50			4390	120	494.50	S123 Play area notices costs
24/10/2024	Wellers Hedleys	V4129-BACS	1,800.00		300.00	4390	120	1,500.00	Fees for BYF Play area transfe
24/10/2024	Wellers Headlys	V4130-BACS	1,809.60		301.60	4390	120	1,508.00	Fees for Kestrel P/A transfer
24/10/2024	Age UK Wiltshire	V4131-BACS	3,000.00			4685	170	3,000.00	Inv.11150-MCS Q3-OCT-DEC 24
24/10/2024	Wiltshire Council	V4132-BACS	3,093.25			4270	140	3,093.25	928-Office rent-1.10.24-31.12.
24/10/2024	Community Heartbeat Trust	V4133-BACS	114.00		19.00	4049	142	95.00	Inv.91- Beanacre child pads
24/10/2024	Community Heartbeat Trust	V4134-BACS	121.14		20.19	4049	142	100.95	Inv. Pilot defib child pads
24/10/2024	Community Heartbeat Trust	V4135-BACS	121.14		20.19	4049	142	100.95	Inv.182-Shaw defib child pads
24/10/2024	Community Heartbeat Trust	V4136-BACS	114.00		19.00	4049	142	95.00	Whitley RR Defib child pads

Continued on Page 233

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/10/2024	Aquasafe Environmental Ltd	V4137-BACS	150.00		25.00	4212	220	125.00	Inv.905-September PPM Visit
24/10/2024	Aquasafe Environmental Ltd	V4138-BACS	690.00		115.00	4212	220	125.00	Inv.002-Oct PPM Visit & founta
						4576	142	450.00	Fountain repair
24/10/2024	ROSPA Play Safety	V4139-BACS	1,048.80		174.80	4410	142	796.00	Inv.146-Annual site inspection
						4820	142	78.00	Inv.146-Shurnhold Fields inspe
						347	0	-78.00	Inv.146-Shurnhold Fields inspe
						6000	142	78.00	Inv.146-Shurnhold Fields inspe
24/10/2024	Place Studio Ltd	V4140-BACS	91.20		15.20	4680	170	76.00	Inv.010-Additional NPPF Suppor
24/10/2024	Community Heartbeat Trust	V4141-BACS	198.00		33.00	4049	142	165.00	126- BYF V Hall defib support
24/10/2024	Arien Signs LTD	V4142-BACS	112.80		18.80	4590	142	94.00	Inv.234- Rail for Kestrel NB
24/10/2024	HM Revenue & Customs	V4143-BACS	1,960.66			4041	130	664.56	Period 7- October 2024
						4000	130	480.40	Period 7- October 2024-T
						4000	130	212.35	Period 7- October 2024-NI
						4010	130	247.20	Period 7- October 2024-T
						4010	130	110.15	Period 7- October 2024-NI
						4010	130	13.00	Period 7- October 2024
						4460	142	192.60	Period 7- October 2024-T
						4800	320	10.00	Period 7- October 2024-T
						4070	120	30.40	Period 7- October 2024-T
24/10/2024	Wiltshire Pension Fund	V4144-BACS	1,599.46			4000	130	251.76	Period 7- October 2024
						4010	130	140.64	Period 7- October 2024
						4045	130	1,207.06	Period 7- October 2024
24/10/2024	John Glover	V4149-BACS	45.60			4070	120	45.60	October 2024 Chairs Allowance
24/10/2024	CCLA	V4152-TRAN	126,000.00			240		126,000.00	Transfer into CCLA Account
28/10/2024	Teresa Strange	V4145-BACS	████████		2.64	4000	130	████████	October 2024 Salary
						4190	120	13.26	Out of hours mob- Aug,Sept& Oct
28/10/2024	Marianne Rossi	V4146-BACS	████████			4010	130	████████	October 2024 Salary
						4120	120	3.30	Full Council agenda pack posta
						4120	120	270.00	1st Class Stamps
28/10/2024	Terry Cole	V4147-BACS	████████			4460	142	████████	October 2024 Salary
						4050	142	47.50	Travel Allowance- October 24
						4051	142	101.25	Mileage x225 miles
28/10/2024	David Cole	V4148-BACS	████████			4800	320	████████	October 2024 Salary
31/10/2024	Unity Trust Bank	V4153-SERV	9.45			4140	120	9.45	Monthly service charge

Total Salaries
October 2024
£5,433.71

Continued on Page 234

Total Payments for Month	193,539.29	0.00	8,565.20	184,974.09
Balance Carried Fwd	6,928.21			
Cashbook Totals	<u>200,467.50</u>	<u>0.00</u>	<u>8,565.20</u>	<u>191,902.30</u>

Receipts for Month 7

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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 7

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 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		21,677.95					21,677.95	
V4172-BACS	Banked: 07/10/2024	40.00						
V4172-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 17 rent
V4173-BACS	Banked: 07/10/2024	80.00						
V4173-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 2 rent
V4172-BACS	Banked: 07/10/2024	-40.00						
V4172-BACS	Allotment Holder	-40.00			1320	310	-40.00	WRONG CB-BSF 17
V4173-BACS	Banked: 07/10/2024	-80.00						
V4173-BACS	Allotment Holder	-80.00			1320	310	-80.00	WRONG CB-BSF 2
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>21,677.95</u>	<u>0.00</u>	<u>0.00</u>			<u>21,677.95</u>	

Payments for Month 7

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		21,677.95						
	Cashbook Totals		21,677.95	0.00	0.00			21,677.95	

Receipts for Month 7**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 :		396,000.00					396,000.00	
	Banked: 24/10/2024	126,000.00						
V4152-TRAN	Unity Bank	126,000.00			220		126,000.00	Transfer into CCLA Account
Total Receipts for Month		126,000.00	0.00	0.00			126,000.00	
Cashbook Totals		<u>522,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>522,000.00</u>	

Payments for Month 7

Nominal Ledger Analysis

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

AGENDA ITEM 09d Initial thoughts/requests to inform the preparation of the Budget 2025/26

Clerk's Note

Members to give a steer on thoughts for the Budget prep for 2025/26 please.....

- Continue with Year 3 of Age UK/Melksham Community Support (£12k this year plus increase? Say £12,250)
- Youth provision? Approach/comment from Jon Hubbard about why parish and town council are not funding youth like they are for over 60s, wanted a discussion pre budget setting but not heard more since – thoughts?
- Grasscutting tender – happy that the tender exercise undertaken in the New Year ready for the new contract 1st April – but will not have good idea of new amount until after precept request and budget set – or prefer us to go out to tender before Christmas? (spec as before, so just looking at a % increase for the budget?)
- For info - Employer NI – despite the Budget speech that not applicable to NHS and councils, this has now been clarified and IS applicable to parish councils
- Any other requests for consideration that members have?



For Local Council Professionals

News & Publications

Home > News & Publications > No Central Compensation for the Additio...

No Central Compensation for the Additional Costs of Employer's NIC

6 November 2024

SLCC has received an email from the Ministry of Housing, Communities and Local Government (MHCLG) confirming the position for local councils in England in relation to the additional costs of employer's National Insurance contributions from April 2025, which were announced in the Autumn Budget:

I wanted to reach out following the Budget increase in Employer National Insurance contributions and what it means for parish and town councils. We are conscious that this will impact the finances of town and parish councils, and have been discussing the implications of these changes with colleagues at the Treasury. I'm writing to confirm that town and parish councils will not be included in a package to compensate public sector bodies for this rise.

The policy set by the Chancellor is to compensate those who are direct public sector employees funded out of public money. Parish councils are not directly funded by central government and so do not fall into this category.

Article categories

Applicable in England only
Government Announcements/Legislation

- All >
- Applicable in England only >
- Applicable in Wales only >
- Civility & Respect >
- Climate Change >
- Commercial News >
- Consultations >
- Coronavirus (COVID-19) >
- Elisabeth Skinner's Blog >
- Funding >
- General Election >
- General Sector News >
- Government Announcements/Legislation >
- IIMC >
- Local Government Pay >
- Planning >
- President's Blog >
- SLCC Training and Updates >

We recognise that this will require town and parish councils to make some difficult financial decisions, and in particular that many may need to raise their precept, and that some may need to make staffing cuts in order to meet these new costs. We understand neither of these decisions will be taken lightly by your members.

SLCC will continue to discuss with MHCLG the implications of this decision for town and parish councils. If you have any points or comments you would like to make on the practical consequences of managing these decisions, please forward these to Michael King, Head of Policy & External Communications michael.king@slcc.co.uk so that we can prepare case studies to share with the ministry.

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MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 4th November 2024 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 8:12pm

Present: Councillors John Glover (Council Chair), David Pafford (Council Vice-Chair), Alan Baines (Committee Chair), Shona Holt and Martin Franks (Committee Vice-Chair).

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

267/24 Welcome & Housekeeping:

Councillor Baines welcomed everyone to the meeting. As there were no members of the public in attendance at the meeting, the housekeeping messages did not need to be 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.

268/24 Apologies:

Councillor Keates tendered his apologies as he was on holiday; this reason for absence was accepted. Councillor Chivers was not present.

269/24 To receive Declarations of Interest:

None.

270/24 To consider holding items in Closed Session due to confidential nature:

Agenda items 5c, 5d, and 11b related to legal matters. Agenda item 6a related to football hirers and could be confidential if discussions around specific hirers took place.

Resolved: Agenda items 5c, 5d, 11b and 6a to be held in closed session for the reasons provided above.

271/24 Public Participation:

There were no members of the public present at the meeting.

272/24 Play Areas, MUGAs (Multi Use Games Area) & Public Open Spaces:

a) ROSPA Inspection reports:

It was noted that the parish council was now in receipt of the annual ROSPA (The Royal Society for the Prevention of Accidents) play area inspection reports. The Finance & Amenities Officer had provided members with a play

area report summary for ease of reference. Along with the reports, ROSPA helpfully provided a spreadsheet with each play area detailed, and the Finance & Amenities Officer had commented next to each item, advising what action was being taken. Members were pleased to note that there was not anything in the reports that was rated as high risk, and most of the items in the reports were rated as low, with a few items rated as medium. Members noted that in the reports there were two ratings provided: innate risk and actual risk level. The innate risk level is the rating for a particular piece of equipment in its best condition without any faults and is the lowest risk rating for that piece of equipment. The actual risk level is the rating given by the inspector of the actual risk score at the time of the inspection. This means that although a medium-risk rating may appear to indicate that it needs action, it could be that it is the lowest possible risk for that piece of equipment, which is why both ratings need to be reviewed in conjunction with each other to ensure that a full picture is known as to whether action is required or not. The below risk matrix is used by ROSPA:

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

Out of all of the inspections, there were two items that were rated as medium (score of 8), which were both inside of Beanacre Play Area. These items were the overhead climber and accessible swing, which are noted in the report each year. The overhead climber is a wooden piece of equipment and relies on one post for its stability, which is why it has been rated as an 8 (the innate rate for this piece of equipment is 6). The Caretaker continues to monitor this piece of equipment, but at this current time it does not need to be replaced. The accessible swing has supporting components that should be dismantled and inspected according to the manufacturer's instructions on a regular basis. The Caretaker has a special tool to undertake this task on a regular basis. All other items at this play area were rated as low risk and were for the Caretaker to action.

At Berryfield Play Area, all items were rated as low-risk. Members attention was drawn to the play area gate, which has an incorrect buffer installed. The Finance & Amenities Officer had spoken to the Caretaker who reported that

the fence had bent, meaning that it had left a larger gap between the gate and the stop. The Caretaker had installed another fixture so that the gate had a stop; however, it is not the correct buffer. A quotation had been sought to remediate this. Members reviewed the quotation of £360 + VAT provided by JH Jones to undertake the following:

- To remove fencing from straining post
- To re-site post into upright position
- To reconnect wire

Members agreed that the work as detailed above should be undertaken.

Secondly, there were some fence repairs required inside of the play area, and JH Jones had provided a quotation of £85 + VAT to repair the fence. It was agreed that this repair work should be undertaken.

Recommendation 1: The parish council accept the quotation of £360 + VAT from JH Jones to repair the gate post at Berryfield Play Area.

Recommendation 2: The parish council accept the quotation of £85 + VAT from JH Jones to repair the fence inside of Berryfield Play Area.

All items at the Bowerhill Sports Field were rated as low; it was noted that one of the items highlighted by ROSPA is that the basketball hoop net needed to be replaced. The council made a decision last year to not replace the nets on any basketball hoops in the parish due to the Caretaker who works alone, having to climb up on a ladder to undertake this task and the health and safety risks involved with this task. It was previously felt that it didn't affect the enjoyment of the equipment by not having a net in place; therefore, it was unnecessary to keep replacing them. Another item highlighted was the top soil at the Bowerhill Sports Field, which was an agenda item for later on at the meeting.

At Hornchurch Road play area and MUGA, all items were rated as low, with a few things for the Caretaker to action, such as replacing some missing bolts and caps.

There was nothing of note at Kestrel Court Play Area, with anything highlighted added on to the Caretaker's list for action.

At Shaw Play Area, all items were rated as low. Members attention was drawn to the fact that the signage for the outdoor gym equipment located on the playing field was damaged. It was noted that the original signage that came with the equipment went missing and the Shaw Management Committee replaced it, so this is the second time this signage has been damaged.

Shurnhold Fields was jointly owned by Melksham Without Parish Council and Melksham Town Council. The report had been sent to Melksham Town Council's amenity team to action as they attended the site each week to

undertake the visual health and safety check as well as empty the bins. All items highlighted in the report were rated as low risk, so there was nothing that required urgent attention.

There were a few items rated as low-risk inside of Whitworth Play Area, such as missing caps, which had been added to the Caretaker's action list.

b) Safety surfacing clean following receipt of ROSPA reports:

Officers drew members' attention to the fact that a common theme in the ROSPA inspection reports was that there was a lot of algae present on the surfacing. Previously, the parish undertook a safety surfacing clean twice per year, one in the spring to get the surfacing ready for high usage in the summer and one in the autumn to clear away fallen leaves and to ensure drainage is adequate for the winter months. Last year at budget setting, the council agreed to only undertake this maintenance task once per financial year and therefore only budgeted for one clean this year. The safety surfacing clean was undertaken on all the play areas and MUGA's in April, ready for the summer. As this had been highlighted in the recent reports, officers queried with members whether they wished to undertake this clean again at this current time. It was noted that although the council was over budget under this cost code, the expenditure was coming from the solar farm funding rather than the precept, and there were funds still available in this reserve if it was felt that it needed to be undertaken again this year.

Councillor Pafford highlighted that in the photos provided, the accumulation of algae was under the play equipment rather than out in the open where people may slip. It was noted that as it was coming up to the winter months, there wasn't likely to be high usage of the play areas anyway; therefore, members felt that this clean could wait until the spring. It was highlighted that the Easter school holidays were in early April; therefore, it was agreed that the play areas and MUGAs should be cleaned before the holidays so that they were ready for this usage. This means that the clean will be undertaken in the current financial year; however, as previously discussed, the expenditure for this is coming out of the solar farm funding.

Recommendation: The parish council undertake the safety surfacing clean inside of the play areas and MUGA's in spring prior to the Easter school holidays in early April.

c) Update following meeting with St Barnabas Church regarding Beanacre Play Area access:

Held in closed session.

Councillor Baines explained that the parish council had received some correspondence from St Barnabas Church regarding the cricket club potentially installing a cricket pavilion-type structure on the parish council's vehicular access into the play area. Over the years, there has been some

ongoing discussion with regard to the parish council's legal right of access into Beanacre Play Area, which is through the car park and around the boules court and through the 5-bar gate. This is because the current memorandum states that the parish council only has a legal right of access for grass cutting and not for any other maintenance task such as safety surfacing cleaning or replacement play equipment, for example. Although, up to now, the parish council has been able to access the play area to undertake other maintenance tasks, each time there is a reminder sent by the Church Warden advising that the council only legally has a right of access for grass cutting. There is a concern that in future years this may become a problem. In the correspondence from the church, the Church Warden suggested that the parish council meet with him on site to discuss this matter. A site meeting was arranged with Councillors Baines, Franks, the Clerk and Finance & Amenities Officer on Monday 21st October. It is understood that the cricket club has a 15-year lease for use on the community field and is potentially looking to install a single-story pavilion somewhere on site (this is pending planning permission and permission from the Salisbury Diocese). One of the areas that is being considered for this to be installed is across the agreed access route into the play area, but this was only an idea at this current time. It was noted that at the site meeting, the Church Warden advised that if the pavilion was located in this area, the parish council would still be able to get through to undertake grass cutting; however, any other heavy-duty vehicle for maintenance tasks wouldn't be able to, which is why he was highlighting this to the council again now.

The Church Warden had explained at the site meeting that for a number of years a concern that he has had with regard to the 5-bar gate is that it isn't accessible for members of the public who use a wheelchair, for example. He feels that the 5-bar gate should be moved from its current location on the southern side facing the church and car park to the western boundary off the church field, which would resolve the issue of the difficult access into the play area as the boules court and a memorial stone are currently in this area. This would mean that the council's right of access would have to be redrawn.

Councillor Glover does not feel that the parish council should bear the cost of this, while the current lease states that the legal access is for grass cutting; it doesn't state the size of the grass cutting equipment. The 5-bar gate is clearly 3 metres wide, which is designed to take large equipment. He also highlighted that detailed in the lease were two clauses, which stated the following:

2.4: 'To keep any equipment on the Playground in a good and safe state of repair and condition and keep the grass on the Playground properly cut and in good order and condition and free from weeds' AND

2.15: 'At the end or sooner determination if the term to deliver up the playground to the Landlord in good order and condition in accordance with the covenants on the part of the Tenant herein contained and if so required by the Landlord or the PCC to remove all or any sheds buildings and equipment

there may be belonging to the Tenant and make good any damage arising as a result.'

Councillor Glover highlighted that there would be no way of removing the equipment if the parish council was unable to get into the play area. Similarly, under clause 2.4, the council must keep the play area in good condition, so it is implied that the council has to access it to properly maintain it. Councillor Pafford expressed frustration that this issue keeps coming up with regard to accessing the play area and also did not feel that the council should pay for changing the access into the play area. Furthermore, as detailed in the lease, it expects the council to keep the play area in good condition, and therefore it is up to them to provide the council with the means of access so that this can be properly maintained.

Councillor Baines explained that as part of the Wessex Water scheme to provide mains drainage in Beanacre, one of the community benefits that was agreed was to contribute to and fund the relocation of the access gate into the play area to offset the impact caused to the residents in installing mains drainage. The Clerk explained that Wessex Water was not currently forthcoming with this benefit, and it was agreed that she should follow this up with them.

Councillor Baines has had a look at the history with regard to the access gate, and the planned original position was where the church is now suggesting it be moved to. The reason why the positioning was changed previously was so that it could combine the access for grass cutting with a pedestrian gate between the car park and play area. In addition, he noted that the 5-bar gate should remain locked, which would indicate that it wasn't for pedestrians to use anyway. He felt that if the council did wish to go ahead with moving the gate to create a new access, the southern boundary could be fenced off as there was not a need to provide pedestrian access as there was currently no pathway in this location.

Councillor Glover highlighted that, as detailed in the lease, the parish council would be expected to make good any damage caused by the parish council in accessing the play area. He explained that the suggested new access would mean that the parish council contractors would have to go into the community field in conditions where it may be wet. This will in turn cause damage to the surfacing, which could cause issues with the cricket club. The Clerk advised that this was discussed at the meeting with the Church Warden; however, he did not feel that this would be an issue. It was considered that the legal agreement detailed something different, and as such, regardless of the comments made by the Church Warden as the agreement currently stood, the council would be liable and be expected to make good any damage caused.

After a detailed discussion, members felt that the council should wait until the Cricket Club decides what they would like to do with regard to the cricket pavilion. In the lease, under clauses 2.4 and 2.15, it implies access for other maintenance activities, and therefore it was agreed to get a legal view on this

Recommendation 1: The council defer this item until the cricket club decide whether they wish to install a cricket pavilion on the council's legal access into the play area.

Recommendation 2: Officers to follow up with Wessex Water regarding their community benefit contribution promised to the community.

Recommendation 3: The parish council contact the solicitors who drew up the lease and ask what the legal position is in terms of the implied access into the play area for activities other than grass cutting.

d) Davey Play Area legal transfer:

Members noted that as part of the recent ROSPA inspections, an inspection was undertaken on the Davey Play Area prior to it being transferred to the council. The Clerk advised that there were a few low rated items picked up on the report, such as some missing caps; however, the talk tube piece of equipment was loose in the ground, which had been raised with the developers before. Although this was rated as low, it was noted that this was not something that the Caretaker could remediate as the surfacing would need to be taken out around the equipment, etc. Members felt that the play area needed to be put in the right working order before the council took it on.

Councillor Baines reported that the play area legal transfer document had been delivered to the parish council, signed by Taylor Wimpey; however, he had identified some errors in the document. These errors were as follows:

- Under clause 6 it detailed Melksham Parish Council. This needed to be amended to state Melksham Without Parish Council so that it eliminates any confusion in future years as to what council this refers to.
- Clause 7 has the wrong address so this would need to be changed.

Councillor Baines highlighted that clause 11 had three options, but none of them were ticked, and queried whether any of them applied to the parish council. Councillor Glover did not believe that they did because on the left-hand side of the document it stated 'where the transferee is more than one person' and the council is one body. It was agreed that this would be double checked.

The Clerk confirmed that the vehicular access drawing was included in the legal agreement and had been signed by Taylor Wimpey; this had been incorporated in the wording in the lease as well.

Recommendation 1: The council go back to the solicitors and ask for amendments to be made to the agreement as detailed above.

Recommendation 2: The Clerk check with the solicitors that nothing under clause 11 needs to be ticked in the transfer.

e) Springer replacement at Shaw Play Area:

Members noted that the springer replacement inside of Shaw Play Area was scheduled to be replaced on Wednesday 6th November.

f) Correspondence received from Virgin Media to install above ground cabinets (in order to house electronic equipment) on parish council owned land:

Councillor Baines advised that the council had received some correspondence from Virgin Media with regard to installing an above ground cabinet on land the council owns on the grassed area outside of Berryfield Play Area. Members reviewed the proposed location of the cabinet and highlighted that its positioning was on the line of the protected route for the proposed Wilts & Berks Canal, which was in the Wiltshire Council Core Strategy. Members felt that Virgin Media needed to be made aware of this. Members confirmed that they were happy with the cabinet to go in this location. Councillor Glover queried whether the council would receive any payment for this; the Clerk advised that she would check this.

Recommendation: The parish council agree with the cabinet location as detailed on the plan provided by Virgin Media. Officers to make Virgin Media aware that the planned location for the cabinet is on the line of the protected Wilts & Berks Canal route and enquire as to whether there is any payment due to the parish council if this installation was to go ahead.

273/24 QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):

a) Update on current bookings:

The Finance & Amenities Officer had compiled a report on the current bookings at the Bowerhill sports field and pavilion. It was noted that there were no issues with the current adult teams, and all invoices were paid on time. Members' attention was drawn to the fact that there was an issue at the start of the football season with regard to one of the 11 aside pitches being deemed unsafe to play on by the matchday referee. This was because the goalmouth sockets, which were from the previous stand-alone posts, had been left in the ground and were protruding out, and some of the caps were missing from the sockets, causing a safety concern. This had occurred due to the ground moving over time and making the sockets much higher than they should be, and in turn resulted in them being visible above the ground. As soon as officers were made aware of this issue, they instructed the parish council contractors to remove the sockets from the ground in the interest of the health and safety of all users.

It was also noted that there was some difficulty with the padlocks on the adult 11 aside goal posts. The locks have had to be replaced on several occasions

due to people who haven't booked the goal posts breaking them and dragging the posts out. The Caretaker has come up with an idea to try and resolve this issue by fitting some bicycle type locks, which seems to be working.

There were no issues to report with the youth organisations, as all payments expected have been made. In terms of the hire of the kitchen and games room for weekend bookings, all forms have been completed and signed, and they are planning on starting on the weekend of the 9th & 10th November).

Members noted the update.

b) Pitch improvement works:

Following the grant award for additional pitch maintenance at the Bowerhill Sports Field, JH Jones, the grounds contractors, sent through a photo to officers after the field had been spiked, brushed, and lightly rolled. Members agreed that the condition of the ground looked really good and were pleased with the work that had been undertaken.

c) Quotation to undertake a chlorination of the drinking water fountain following recent work:

Following the recent repair work that was undertaken on the outdoor drinking water fountain, Aquasafe Environmental has advised that a chlorination should be undertaken on the incoming water main to the water fountain. A quote of £200 + VAT had been provided to undertake this task. Members agreed that this should be undertaken.

Recommendation: The council approve the quotation of £200 + VAT from Aquasafe Environmental to undertake a chlorination on the incoming water main feed to the water fountain.

d) Legionella risk assessment at the pavilion:

The Clerk explained that Aquasafe Environmental had advised that the legionella risk assessment was due as it was recommended to be done every two years and a quotation of £395 + VAT had been received. The Clerk explained that there hasn't been a change of use at the Bowerhill Sports Pavilion. She explained that a risk assessment was done when the council office temporarily moved into the pavilion and then again when the office moved to the campus, as this was a clear change in usage. She felt that nothing had really changed since the last risk assessment. It was noted that there was a slight change of use in the fact that the youth organisation is now hiring out the kitchen facilities each weekend. The Clerk advised that people get legionella from inhaling droplets of water from things such as showers, not from drinking the water. The Clerk advised that the Caretaker undertakes a weekly flushdown of all of the water sources, and this is recorded for evidence. The contractor also visits the pavilion once per month to undertake

checks and a few times per year to sample the system. It was felt that the council was already undertaking everything in the risk assessment.

Members felt that the current risk assessment should be reviewed first to determine whether a new assessment was required.

Recommendation: To review the current legionella risk assessment to determine whether another risk assessment is required at this time.

e) Quotation to replace security alarm monitor unit:

Councillor Baines explained that following the security alarm service, it had been highlighted in the report that there was an issue with one of the monitoring units. Officers had queried with Tollgate Security whether this needed to be replaced, and they have recommended that it is. Separately to this, the phasing out of analogue telephone lines is due to take place in 2025, so officers had queried with Tollgate Security whether this would affect the alarm system.

It was confirmed that the council's alarm system would be affected by this, and in addition, it has recently been announced that RedCare, the provider for the intruder alarm remote signalling system, is to cease trading in August 2025. This will mean that the signalling transmitter will need to be swapped to an alternative provider for continuity of signalling as soon as possible. A cost of £155 + VAT has been quoted for this replacement, which should resolve the issue highlighted in the service report. Tollgate Security had advised that if the council approved the quotation, they would provide a system that is 'dual path' so either LAN (network) and radio (data) or a Radio/Radio system. An updated specification would also be provided following the works. Members agreed that the council should go ahead with this replacement on the understanding that it resolves the current issue and future proofs for any changes that are due to be implemented.

Recommendation: The council approve the quotation of £155 + VAT from Tollgate Security to fit a replacement transmitter unit at the Bowerhill Sports Pavilion.

f) Top Soil storage:

Councillor Baines reported that there was currently an issue with the bags of top soil located around the sports field as people were depositing rubbish and dog excrement in them. This means that the football teams are unable to use it when they need to fill in a hole on the day of a match. One idea was to get a storage container similar to a grit bin that could be locked to store the top soil in with only bookable teams having access. It was noted that there were currently three bags of top soil located around the field. Discussions took place around where the storage container would be located. It was felt that the most suitable place would be in the car park to the left of the bins, as teams could be provided with a bucket to transport the soil to the pitch. The Finance

& Amenities Officer had queried with the contractors whether sand would be better for teams to use as the top soil clumped together; however, they advised that top soil was much better. Officers had obtained some quotations from Glasdon for different capacity grit bins, which were as follows:

Option 1 - 208KG weight capacity Slimline™ Grit Bin	£205.77 + VAT
Option 2 - 500KG weight capacity Nestor™ 400 Grit Bin	£266.23 + VAT
Option 3 - 1000kg weight capacity Orbistor™ Grit Bin	£453.07 + VAT

The above quotations all included a choice of colour and a lock.

Members felt that option 2 the Nestor™ 400 Grit Bin should be purchased, in deep green to resolve this issue. It was queried what would happen with the current bags of top soil. The Clerk suggested that JH Jones could have a look to see whether the bottom half of the top soil could be saved; if not, the bags could be removed and disposed and more top soil could be ordered.

Recommendation: The parish council approve the quotation provided from Glasdon of £266.23 + VAT for the Nestor™ 400 Grit Bin 500kg weight capacity in deep green.

g) Update on the progress of the grant application submitted for outdoor gym equipment:

The Clerk advised that the application had not been submitted yet due to the current workload.

274/24 Allotments

a) Report on waiting list:

Members noted that there were currently five vacancies at the allotments, four on Berryfield and one on Briansfield. There are currently five people on the waiting list, with the Allotment Warden in the process of showing the next people on the waiting list around. It was noted that the rent renewals went out in early September for the new allotment year starting 1st October. Most tenants had already made payment; however, there were nine tenants who had not made payment yet. The rent reminder notices will be going out shortly to these tenants.

Members noted that the water to the water troughs had now been switched off for the winter. The gatepost to Berryfield allotment had rotted away and, as a result, collapsed along with the metal gate a few months ago. The post was replaced and the gate was reinstated under the Clerks delegated powers at a cost of £360 + VAT. One issue raised by tenants is that they have to lift the gate while opening and closing, so the contractors who reinstated the gate have been asked to have a look at this.

It was noted that some weeks ago, some wood chippings were delivered to the allotment car park without prior permission from the council. Allotment Holders were reminded about the issue that the council has had previously with regard to chippings being delivered to the car park and then people piling rubbish on top, which resulted in the council having to pay a lot of money to clear. As the chippings are in the car park now, officers have allowed them to stay on this occasion as the Allotment Holder who arranged for the delivery has offered them out to all of the other tenants. This is of the understanding that if the chippings are not used and/or people start piling rubbish on top again, it will be the Allotment Holders responsibility to clear them. The Allotment Warden has been asked to keep a close eye on the wood chippings and has reported that the pile is gradually reducing.

Members noted the report.

b) Delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds:

The Clerk has approved one shed request on plot 1sm on Berryfield under her delegated powers.

275/24 Grass cutting and bin emptying contract:

The Clerk reported that the Finance & Amenities Officer had put together an initial draft of the grass cutting and bin emptying contract specification. It was noted that included in the agenda pack for this meeting was the current grass cutting specification so members could look at the two together. One of the items included in the draft contract was the deployment of the speed indicator device with the Finance & Amenities Officer querying whether members wished for this to be included or whether it should be kept separate from the contract as it currently was. Members felt that as this was a different task to grass cutting and bin emptying, this should be a separate and be taken out of the draft specification.

Another thing queried was whether members wished for the contract to be for three or five years. It was noted that the council's previous contracts have been for three years, so this should be the same. It was noted that except from the sports field, the council's current specification doesn't specify the length of cut for the grass cutting inside of play areas, and it was queried whether the council wished to specify. Members felt that this only needed to be specified for the Bowerhill Sports Field.

Discussions took place around how the council asked the contractors to quote on the tender document. The current draft has a box for each year of the contract; however, would these be for a base cost and then the contractor could add a percentage price on for the cost of inflation each year, or are they going to be asked for a total cost for the whole three-year contract. There were concerns raised that if the contractor provided a cost for the whole three year contract, the

council may be paying more than they should be for the first few years because it was difficult for contractors to estimate how much inflation will go up in the future. In previous years when the council has gone out to tender for this contract, there has been a steady rate of inflation, but currently this isn't the case. It was agreed that the Clerk should ask other councils how they do this element of the tender.

In the current contract, the leaf clearance at Beanacre Play Area was specified; however, it doesn't state how many times per year this is required. It was noted that in the draft contract it needed to state leaf clearance inside of the play area for clarity as it wasn't required in the car park. It was felt that this clearance should be undertaken twice per year between the 1st October and 30th November.

Members agree that the bins inside the play areas should continue to be emptied once every two weeks outside of the school holidays and once per week during the holidays.

It was agreed that shrub maintenance should be undertaken once every six months (twice per year), outside of the nesting season, inside of Kestrel Court Play Area.

Members agreed that it would be up to the contractor to specify when they undertake the spiking at Hornchurch Road Public Open Space..

It was noted that under the current contract it stated that pitches should be checked regularly during the football season, but the Finance & Amenities Officer has suggested that this should be more specific. It was agreed that this should be undertaken weekly.

It was agreed that the top soil element included in the contract would need to be updated following the decision at this evening's meeting. The checking and refilling of the soil should remain in the contract for the contractors to undertake.

The goal post care element in the contract had been updated, as it was explained that previously the council had stand-alone posts that were up all of the time. Last year the council purchased moveable goal posts, and as such, there were other safety elements that needed to be undertaken, which have been specified in the draft contract. The Finance & Amenities Officer had put together an inspection form that could be provided to the successful contractor so that there is a record of these checks being undertaken. It was agreed that this should be included in the contract.

It was agreed to ask the Friends of Shurnhold Fields whether the new mower at Shurnhold Fields could undertake the annual grass cut of the field. If it is unable to, this should remain in the contract.

The Clerk queried how the council wishes to go out to tender, e.g., approach specific contractors and advertise or just advertise the tender. It was agreed to advertise the tender in the Melksham News and their sister papers (Westbury and

Frome). In addition, officers should draw the tender to the attention of the current contractor as well as any contractor who has approached the parish council. The Clerk queried whether members wished for the tender to be advertised on Contracts Finder, which they did not wish to do as was a nationwide scheme.

The Clerk queried whether the council wished to ask any contractor who is tendering for the contract to provide details of references.

Recommendation 1: The parish council approve the draft contract specification with the amendments as detailed above.

Recommendation 2: The parish council advertise the grass cutting in the Melksham News and their sister papers as well as draw to the attention of the current contractors and any contractor who has previously approached the council.

Recommendation 3: The council ask for all tenders to provide details of reference that can be contacted.

276/24 Shurnhold Fields:

a) Update on the car park enhancement project:

The Clerk reported that there was no update on this project.

b) Himalayan Balsam:

Members noted that the removal of the Himalayan Balsam has been scheduled at Shurnhold Fields.

277/24 Rights of Way Board:

a) Quotation for replacement rights of way board at Bowerhill:

Following the removal of the rights of way board at Bowerhill, officers have obtained a quotation for its replacement which is as follows:

1 off panel & lectern frame, from your artwork supplied	£710.00
If Shelley creates the artwork from your roughs, add	£320.00
If Shelley creates the artwork for a map, add a further	£350.00

The Clerk explained that there were no electronic copies of the artwork; however, she did have a paper version. It was noted that the rights of way map may need updating slightly as it doesn't include the new housing at Pathfinder Way. Members agreed that this board should be replaced and therefore the quote should be approved at a cost of £1,030 + VAT. This comprises of £710 + VAT for the panel and frame and £320 + VAT for the creation of the artwork from roughs.

Recommendation: The council approve the quotation from Shelley Signs for the replacement rights of way board at Bowerhill at a cost of £1,030 + VAT.

b) Refresh of other rights of way boards around the parish following inspection:

Following the inspections of the other rights of way boards in the parish, it was agreed that these did not need to be replaced. Instead, officers should obtain a quotation for them to be refurbished. It was noted that the other boards were located in Berryfield, Beanacre, and Shaw & Whitley.

Recommendation: Officers to obtain a quotation to refresh the other information boards in the parish.

278/24 Shaw Village Hall:

a) Condition survey and consider any actions as a result:

Members reviewed the Shaw Village Hall condition survey that was recently undertaken. Members were pleased to note that no issues had been raised about the building, and most items that were raised were all maintenance, which were for the Shaw Management Committee to action. There were also recommendations in the report on how the village hall could be upgraded in the future.

The Clerk explained that this survey was undertaken at the request of the Shaw Management Committee prior to them signing the lease for 125 years. This was so everyone could understand the current condition of the village hall building at this time.

One point that was highlighted in the report was that the doors have not been fitted with a thumb turn override to the inner leaf. It was agreed that this was something that the parish council would need to action.

The Clerk queried whether members were happy that this report was sent to the Shaw Management Committee. Members agreed but felt that the management committee should be made aware that most of the report refers to day-to-day maintenance. It was noted that the Shaw Management Committee had a meeting on Tuesday 12th November; however, members felt that this should be approved by the Full Council prior to the release of the document.

The Clerk highlighted that the report needed to be updated as some of the maps referenced King's Lynn, so this would need to be done before it was sent to the management committee.

Recommendation 1: The condition survey report undertaken on Shaw Village Hall should be sent to the village hall committee highlighting that most of the items in the report were for maintenance.

Recommendation 2: The parish council obtain a quotation for the door closures as specified above.

b) Update on lease negotiations:

There is currently no update.

c) Correspondence from Village Hall regarding cars being driven on the field:

Members noted that some people have been driving onto the sports field, so Shaw Village Hall has asked for permission to install three drop down bollards around the car park. Members approved this request.

Recommendation: The council approve the installation of three drop down bollards by the Shaw Management Committee inside of the village hall car park.

279/24 Defibrillators:

a) Correspondence received regarding the defibrillator outside the New Inn Public House:

The Clerk reported that the council has received some correspondence from the landlord of the New Inn Pub requesting that the defibrillator that is located on the building be removed. Councillor Wood, who checks this defibrillator, feels strongly that this side of Berryfield should have a defibrillator, and it could be relocated inside the phone box near the play area. It was noted that there had previously been some issue with regard to the electricity supply into this phone box and the fact that the parish council may have to arrange and pay for this supply. Officers had contacted Community Heartbeat but had not yet received a reply. It was felt this needed to be deferred until more information was received.

Recommendation: This item is deferred until more information is received on whether it would be practical for the defibrillator to be relocated inside of the phone box on Berryfield Park.

b) Defibrillator Service:

Members noted that the annual service was undertaken on all parish council defibrillators on 10th September.

280/24 Speed Indicator Device (SID): To consider extending the warranty for SID#2.

The warranty for SID#2 was expiring, and the council had received correspondence enquiring whether they wished to extend it at a cost of £199 + VAT per year.

This contract will cover the following services for an unlimited period of 3 years:

- Collection and return of the product(s) for return to workshops.
- Evaluations and diagnostics.
- REPAIRS - all parts and labour.
- Priority treatment of device upon return.

Members agreed that this should be accepted.

Recommendation: The council extend the warranty with Elan City (SID supplier) for SID#2 at a cost of £199 + VAT per year for three years

281/24 Biodiversity Policy:

Members noted the biodiversity policy. The Clerk explained that she was still looking at a way that the council could audit the landholdings, which was still to action.

282/24 Donation of office mobile phone and disposal of old mobile phone:

Members noted that the Clerk had donated her old mobile phone to the parish council; however, the council needed to approve the disposal of the council's old mobile phone.

Recommendation: The parish council approve the disposal of the old out of hours mobile phone.

283/24 To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerk's delegated powers

None.

284/24 Real Time Information update:

The Clerk reported that there was no progress on real-time information implementation. Following the last Full Council meeting, officers had confirmed to Wiltshire Council that they would like them to go ahead with the surveys of all of the council's priority sites but to date had not heard anything. Councillor Glover queried why the parish council couldn't have a contract directly with the supplier without involving Wiltshire Council. The Clerk advised that Wiltshire Council had previously said that if the parish council did it on their own, they would be unable to provide support. She explained that the parish council needed the bus information from Wiltshire Council, which is why it has to be the same model and under their contract.

Meeting closed at 22:08 pm

Chairman, 11th November 2024

Local Government Pay Claim 2024/25 Update – Agreement Reached

🕒 23 October 2024

We have now been informed that agreement has been reached on this year's pay claim covering the year from 1st April 2024 to 31st March 2025.

For all grades up to SCP 43 the agreed amount is £1,290 per annum. Grades from SCP 44 to 62 are increased by 2.5%

All employers are encouraged to pay the pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2024

If requested by an ex-employee to do so, it is strongly recommended that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

[Click here to view the local government services pay agreement 2024.](#)

Last year, the National Association of Local Councils (NALC) announced they would no longer re-baseline the Green Book rates published by the Local Government Association (LGA). As a result, the LGA rates now apply across the sector from this settlement. However, we will be releasing an updated version featuring local council scales soon.

Article categories

Local Government Pay

- [All](#) >
- [Applicable in England only](#) >
- [Applicable in Wales only](#) >
- [Civility & Respect](#) >
- [Climate Change](#) >
- [Commercial News](#) >
- [Consultations](#) >
- [Coronavirus \(COVID-19\)](#) >
- [Elisabeth Skinner's Blog](#) >
- [Funding](#) >
- [General Election](#) >
- [General Sector News](#) >
- [Government Announcements/Legislation](#) >
- [IIMC](#) >
- [Local Government Pay](#) >
- [Planning](#) >
- [President's Blog](#) >
- [SLCC Training and Updates](#) >

Melksham Community Support (MCS) Service Project report: Q2 – July to September 2024

The project, overseen by Age UK Wiltshire, started in April 2023 with the following outcomes agreed:

1. Improve the **wellbeing of older people** living in Melksham Town and Melksham Without, by offering support, access to information and practical help.
2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.
3. Promote the take-up of welfare benefits and access to other sources of **financial support**.
4. Promote and provide **holistic support** tailored to the individual's need.
5. Provide an **evidence base** of future needs.

Through this project Age UK Wiltshire employs a part-time (17.5 hours/week) Senior Project Worker, Sarah Thomson, specifically to support the populations of Melksham Town and Melksham Without.

Promotion

We have continued to promote the service, including:

- Dowding Court and Kestrel Court, Bowerhill – door to door leafleting
- Berryfield Estate – appropriate door to door leafleting
- Beanacre – appropriate door to door leafleting
- Berryfield Mobile Home Park – door to door leafleting
- Bowerhill – appropriate door to door leafleting
- Whitley – appropriate door to door leafleting
- Gonjo's Cafe
- Community Larder
- Life and Mobility Solutions Shop
- Parish noticeboards
- Facebook pages in each MWPC area (thanks to the MWPC Clerk for her support with this)
- Ludlow Hewitt Court
- Village halls
- Whitley Village Shop
- Sprocket's cafe, Whitley
- Food Bank
- Pharmacies
- Veterans' Breakfast
- Film Club – Melksham Seniors Forum



We are holding regular Information & Advice outreach sessions at locations across the Melksham Community Area, an initiative supported by the Area Board, which provide an opportunity to further promote the Melksham Community Support service across the area.

Home Visits – the start of support

During the first home visit Sarah has a Guided Conversation with the older person to help identify any difficulties they may have, the support that is needed and what someone would like to achieve, in a conversational way which helps people to feel at ease. All aspects of someone’s daily life is covered, from when they get up in the morning to going to bed at night. We cover domestic issues, personal care and other care needs, health, socialisation, financial needs and their support networks. The Guided Conversation is never hurried and is taken at the person’s preferred pace, sometimes over more than one visit. This conversation helps Sarah to identify the areas of support needed and how to help to improve someone’s general wellbeing.

Activity

During this quarter a total of **23** people (Q1– 21) got in touch or were referred for Sarah’s support, of whom **9** (39%) live in the Melksham Without Parish Council area. We continued to offer support to **32** people whose first contact was before July, of whom **8** (25%) live in Melksham Without.

Of the population served by the project approximately 70% live in Melksham Town Council area and 30% in the Melksham Without Parish Council area.

During this quarter Sarah made **40 home visits**.

There were **218** contacts (Q1 – 253) with or on behalf of people, and Sarah supported people with **165** (Q1 – 162) different issues. The support provided fell into the following seven categories, and this table shows the number of issues handled in each category during Q2:

Finance – helping to put more money into people’s pockets	18
Socialisation – helping people to get out and about more	49
Independence - helping people to be sustainably independent and to be connected with their community	32
Volunteer support – exploring how volunteers can support people to improve their wellbeing	6
Wellbeing – helping people to feel better	50
Falls prevention – supporting people to take action to reduce their risk of falling	10



Referrals in

We have received lots of self-referrals, from people who've seen our recent article in the Melksham News, picked up a leaflet or met Sarah at an event or activity. We also received referrals from a wide range of community groups and organisations, including Dorset & Wiltshire Fire & Rescue service, Macmillan Cancer Support and Adult Social Care.

Onward referrals

Onward referrals were made to a wide range of other organisations, such as the Dorset & Wiltshire Fire & Rescue service for a Safe and Well visit, Pharmacy, Wiltshire Council Housing, other voluntary and community sector organisations, and statutory services; as well as to Age UK Wiltshire's Fitness & Friendship Club, Information & Advice service and the Wellbeing Checks with Meals service, for further support.

Several people have been supported to apply for the Energy Grant. Age UK Wiltshire works in partnership with Wiltshire Community Foundation to distribute these £200 grants to patients who are struggling with energy costs.

We are keen to connect people with other services and activities wherever possible, including Celebrating Age activities (<https://www.wiltshiremusic.org.uk/project/creative-conversations/>) and a recent cookery course for men, arranged by the Riverside Centre.

MCS phone line

The number of requests made to the MCS phone line for help with shopping and prescriptions has continued to reduce, as previously regular callers to the phone line have all been offered additional, holistic support (for example, only one person now requests regular support with prescriptions). Often a request for support for a task that can be managed independently is a symptom of other support that is needed, and it is this other support that Sarah has been talking to people about. Active MCS clients have a direct number for Sarah, with the MCS line the first point of contact for new referrals.

Volunteers

In Q2 three volunteers supported with collecting prescriptions or shopping and a further two people offered Wellbeing support. We will soon be updating the Whatsapp group, so only active volunteers (registered with Age UK Wiltshire) will receive requests. There will be a separate group for Melksham Emergency Support, managed by the Town and Parish Councils.

Sarah has supported a number of clients with shopping and or prescription requests herself in order to use this as an opportunity to speak with these clients in more detail about the support Melksham Community Support can offer.

We have welcomed two new volunteers to the MCS service – one is supporting with various practical issues and the other will be offering companionship (DBS pending).



Client feedback

“Many thanks for helping with my garden and getting it done so swiftly. The volunteer did a superb job. I am extremely grateful.”

“Many thanks for all your help over the past few months. I don't know how I would've coped to be honest.”

“Thank you so much for being such a help and support to me whilst I am going through this difficult time. You always point me in the right direction. I am very grateful.”

“Many thanks for your help with the Blue Badge application. I would never had done this on my own. I am ever so grateful to you for your help and support. Fingers crossed now!”

“You have been ever so kind, thank you so much. It's nice to know you are only a phone call away.”

“Thank you so much for listening and for being so kind. I am really grateful for your help.”

Other Age UK Wiltshire services

- In Q2 the Information & Advice service advised or supported 49 people living in Melksham. (Q1 – 58).
- There were 50 attendances (23 people) at the Fitness & Friendship Club at Bowerhill (Q1 – 96), with average attendance 12.5. The Club was closed for two sessions over the summer due to the hall being refurbished.
- Four people in the Melksham area continue to receive weekly calls from an Age UK Wiltshire Telephone Befriender.

Age UK Wiltshire news

Age UK Wiltshire is working in partnership with Community First, Alzheimer's Support, Wiltshire Service Users Network, Citizens Advice Wiltshire and Wessex Community Action, under the umbrella 'Carers Together Wiltshire'. This partnership allows us to provide tailored support and respite to the thousands of people across Wiltshire identified as a carer.

Loneliness Awareness Week in June gave us the opportunity to highlight issues around loneliness. Loneliness in later life is a significant issue for many, with nearly one million older people across the UK often feeling lonely. 1.1 million of those aged over 65 say that most of the conversations they have are with strangers, and almost half a million older people admit they never see or speak to anyone else. Age UK's research also found that nearly one in ten older people visit the supermarket to have a chat with the staff or other shoppers, while around 440,000 use public transport so they can have a conversation with other people.



New Age UK national analysis has found that 28,655 older people died waiting for social care in the most recent year for which figures are available. This equates to an average of 79 deaths a day, 550 a week, and 2,388 a month. In many cases, had these older people got the help they needed, their final days would have been more comfortable, and their families would have felt less alone and better supported.



We adhere to Age UK's Quality Standard for information and signposting.

We have been awarded the Age UK Quality of Information Signposting Services Quality Marque, for several of our services including Melksham Community Support.

Newsletter

Our latest newsletter can be found here - <https://www.ageuk.org.uk/wp-assets/globalassets/wiltshire/get-involved/recruitment/news--views---issue-6..pdf>.

Ginny Cooper and Kate Brooks
Age UK Wiltshire
17th October 2024



WALC Conference 2024

Date: November 5th 2024

Venue: Corn Exchange, Devizes

Time	Session	Speaker(s)	Title	Room
09:30	Registration		Coffee in the Foyer	Foyer
10:00	Welcome	Devizes Mayor Cllr Ian Hopkins		Ceres Hall
10:10	Opening Session	Mark Smith, Chief Executive Chippenham Town Council Andy Reeves, Principal Officer and Responsible Finance Officer (RFO) & Clerk to Central Swindon North Council	Experiences of managing asset and service transfers from Principal Authorities	
10:50	Plenary Session	Perry Holmes, Director of Legal & Governance Wiltshire Council	Local Democracy the challenge in a large rural county	
11:30	Coffee			Foyer
	Workshop Sessions	Choose one of the following	Workshop Sessions	
11:50	Session A	Becky Maddern Planning Inclusive Play Areas (PIPA Play)	Accessible and Inclusive play parks	Ceres Hall
	Session B	Laura Gosling, Passenger Transport Unit Wiltshire Council Paul Sanders, Passenger Transport Unit Wiltshire Council	Public Transport in Wiltshire, the Road Ahead	Yeoman Room
	Session C	Trevor Cherrett & Steve Vaux Rural Housing Enablers	Affordable Homes for Local People	Wessex Room
12:50	Buffet Lunch			Foyer
	Workshop Sessions	Choose one of the following	Workshop Sessions	
13:30	Session A	Justin Robinson, WALC Trainer	Preparing for Local Elections	Ceres Hall
	Session B	Chris Manuel, Community Resilience Officer for Wiltshire and Swindon Local Resilience Forum Lisa Milton, Community Engagement, Flood Resilience, Flood & Coastal Risk Management for the Environment Agency	At Risk of Flooding? Prepare your Community	Wessex Room
	Session C	Andrew Towleron, National Planning Advisor to the Society Of Local Council Clerks	Preparing and Reviewing a Neighbourhood Plan	Yeoman Room
14:20	Break			
14:50	Plenary Sessions	Andrew Towleron, National Planning Advisor to the Society Of Local Council Clerks	Proposed Reforms to the National Planning Policy Framework and other changes to the planning system.	Ceres Hall
15:50	Closing Address	Cllr John Scragg, WALC Chair		
16:00	Finish			

SLCC Wiltshire & Swindon Branch
Training Day Friday 8th November 2024

		Table	Topics (may be subject to change)
	9.30am		Arrival and refreshments
	9.45am – 10.00am		Welcome and introduction – Teresa Strange, Clerk to Melksham Without Parish Council – Chair of SLCC Wiltshire & Swindon Branch
SESSION 1	10.00am – 11.00	ALL	Session 1
			Community Engagement – Steve Milton, LGRC (Local Government Resource Centre)
BREAK	11am – 11.30		Please visit our exhibitors
SESSION 2	11.30 – 12.30		Session 2
		1	Cemeteries – Sofia Allana, ICCM (Institute of Cemetery and Crematorium Management)
		2	“There is no such thing as a silly question!” Clerks
		3	SLCC qualifications – Sally Thurston, SLCC
LUNCH & NETWORKING	12.30pm - 1.15pm		Buffet Lunch and Refreshments to take you into the afternoon session
SESSION 3	1.15 – 2.15		Session 3
		1	Code of Conduct – Lance Allan, Clerk to Trowbridge Town Council
		2	Policies – Bev Cornish, Clerk to Tisbury Parish Council & Clare Churchill, Clerk to Wilton Town Council
		3	Finance – Derek Kemp, DCK Accounting Solutions Ltd
SESSION 4			Session 4
	2.15 – 3.15	ALL	Mental Health & Wellbeing – Guy Sharp & Helen Nicol, Public Health, Wiltshire Council
SESSION 6	3.15pm – 3.30pm		Whole group feedback and wrap up – Teresa Strange, Clerk to Melksham Without Parish Council – Chair of SLCC Wiltshire & Swindon Branch

Exhibitors:

- **James Hallam Insurance Brokers**
Colin Raffell <https://jameshallam.co.uk/contact/>
- **SLCC (Society of Local Council Clerks)**
Sally Thurston sally.thurston@slcc.co.uk <https://www.slcc.co.uk/>
- **WALC (Wiltshire Association of Local Councils)**
Ian Nockolds inockolds@communityfirst.org.uk <https://www.wiltshire-alc.org.uk/>
- **ICCM (Institute of Cemetery and Crematorium Management)**
Sofia Allana enquiries@iccm-uk.com <https://www.iccm-uk.com/iccm/>
- **Place Studio Ltd**
Vaughan Thompson vaughan@placestudio.com <https://placestudio.com>
- **DCK Accounting Solutions Ltd**
Derek Kemp admin@dckaccountingsolutions.co.uk <https://dckaccountingsolutions.co.uk>
- **Public Health, Wiltshire Council**
guy.sharp@wiltshire.gov.uk Helen.Nicol@wiltshire.gov.uk <https://www.theenterprisenetwork.co.uk/workplace-health/>

SLCC Wiltshire & Swindon Branch

Next meeting: Friday 24th January 2025 AGM & Session on Elections

wiltshire@slcc.co.uk

Attending

Melinda Adcock, John Branston, Bob Brownrigg, Graham Hackwell, Bill Harrison, Richard Hibbott, Kevin McLaren, Peter Richardson, Jonathan Rumens, Gary Sibbald, Teresa Strange

Apologies: Peter Harrison, Maureen Hibbott

Abbreviations

MWPC	Melksham Without Parish Council
WiltsC	Wiltshire Council
EA	Environment Agency
RR's	Reading Rooms
WW	Wessex Water
In bold	Action points, initials of above people

The minutes of the 9th July meeting were approved.

Lime Down proposed BESS (Battery Energy Storage System)

PR briefed the meeting. There's been a recent formal update from the team published; 2 key points are that the Lime Down are now considering 2 additional sites for batteries (may be local to Whitley), making 4; and that the decision on whether Whitley is the preferred site or not has been delayed till Jan 2025.

Melksham Neighbourhood Plan 2

TS: the draft NP has been approved by MwPC and MTC, and will now be submitted. WiltsC then do a further 6 week consultation; there will then be a referendum. It includes proposals for houses at Whitley Farm, and at Middle Farm. And 100 on the Cooper Tires site, 210 at Bowerhill, and 50 sheltered units for the elderly on the old library site.

1. Incidents

There was heavy rainfall on 23rd September. One property had rising groundwater into an annex, and another property was threatened – but used a loaned CEG pump to avoid trouble. **Notes:-**

- The Bollens (E of Corsham Road): this continuing issue, the cause may be that the drain is blocked downstream under an adjacent neighbours land. Richard Williams (Drainage Engineer) is the WiltsC contact.
MwPC to contact the Bollens, to ask if this is the case. If it's the neighbours land, it's their responsibility.
- A Shaw Hill property suffered rising groundwater into an external annex/home office, and were loaned dehumidifiers via a social media appeal.
Note – first time event in that building. Possible blocked French drain on driveway
- Top Lane trash screens.
 - The upper screen was clear; the parish steward clears it every visit (thankyou, MwPC).
 - But access would have been risky on the day
 - **TS** offered to contact Neston Estate to suggest they make an improvement for us

- The lower trash screen was needing regular clearing by the householder. Some of the material comes from the overgrown hedge opposite. **MwPC** to contact the farmer, w a v to cutting it and removing the detritus
- Top Lane, vicinity of 105K, 105L – meeting reviewed the photos of the full ditches taken on the 23rd; agreed to continue to maintain our watching brief.
Note – Top Lane resident Vic Withers is vigilant for vulnerable elderly there.
- On Corsham Road, just above the Middle Lane junction (What3words scrapped.suspect.windpipe) there was a completely blocked gully. Booked via MyWiltshire app, ref 00187886.
Note – WiltsC “Works order raised for drain cleansing and jetting....”
- Shaw School – east side of car park flooded, pupils sent home early. Contact with headteacher has indicated they can’t afford simple measures recommended by Danny Everett. Via MwPC, WiltsC councillor Phil Alford to be asked to contact school.
- First Lane, just above Ashley Close, continuing problem with surface water, originating from fields to SW. Meeting reviewed photos taken on 23rd Sept, showing major source as farmland owned by David Giddings. MwPC has been getting communication from concerned resident. It appears that drainage into the legacy ditch on SW of First Lane has no-where to go, apart from across the road.
Note – set of photos and explanatory schematic sent through to **MwPC**
- The opportunity was taken to run a heartbeat text exercise
Note - sent to 30 volunteers. Responses: 19 replied they could be available, 5 replied they were not available that week.

2. Catchment Area

- a. Ashley Close/Kennedy Avenue – Riparian Ownership reminder letters: **BH** to check distribution list with **TS**
- b. **BH** has observed – during heavy rainfall in the summer – that it appears that Octavian pump out yellow contaminated water. Action – **ALL** – watch for this happening again, get photographic evidence (and a sample of the yellow water?).
- c. Vicarage area – concern expressed that drains may be blocked again. **JR** to liaise with the Churchwardens and Chris Noad for a repeat of the 2020 drains inspection. With a view to reporting to Salisbury diocese for any remedial actions.
- d. Noted during a village litter-pick, the ditch between Top Lane and Westlands Lane, east side of Corsham Road, is obstructed. This is not WC issue, therefore following up with landowner. **TS** will get update.

3. Equipment & Plan

- a. Age UK / Melksham Emergency Support: **TS** reported there will be a new phone number, waiting on MTC to confirm the staff who will be tasked with taking calls.
- b. **PR** reported on a new grant application to Scottish & Southern Electricity, for funds for
 - Further 5 year licence for walkie-talkies (due November)
 - Fixed antenna for Shaw Village Hall
 - **Note** – SVH committee are aware of and support this initiative
 - Stores for upgrading earthing of generators
 - Further first aid course
 - Meeting room hire fees
 - Racking for equipment store

- c. Re-ordering of the store:
 - **PH** and **JB** to take the lead in this
 - To include restacking salt and sand-bag stocks against rear wall, on half pallets. **GS** has a contact who would be grateful to receive part of the over-stock of sandbags
 - Acquire more racking for left hand side
- d. Acquire sack barrow: MwPC had 2 spare, and they have been collected. Thank you to MwPC again.
- e. TS reminded of PEAS form (Parish Emergency Assistance Scheme) for further supplies of sandbags, gel sacks, hi viz: it was felt that we have adequate stocks for now.

4. Safeguarding, General Data Protection Regulation, and Training

- a. Teresa continues to push for us to have DBS checks & photo ID for as many volunteers as possible. She came armed with photo-ID's and lanyards for us.
 - Seven of us have DBS's;
 - 1. **GH** is going to get his refreshed

5. Any Other Business:

1. Priority Registration: the more people in the community who are signed up for PR, the better chance we have of better emergency situation support from the utility providers. **MA** to see if the community shop volunteers could encourage elderly residents to sign up; **TS** may have material suitable for use as handouts. And for the Warm Space that's being re-set up in the Methodist Church (Jilly Chittenden/Pam Hall).
2. We have the FloodLock devices sourced by JB; to be shown to potentially interested householders (might include West Hill bungalows, Top Lane dip bungalow, Spindles) and others (Shaw School) – **JR**
3. The team are concerned about sewage discharges: there's an opportunity to visit a pumping plant; **TS** will find out potential dates.
4. TS reported that the Discretionary Gully Service are due to be in the villages w/c 21st Oct.
5. TS asked if anyone could be free to attend the Village Halls representatives meeting at MwPC offices at 6pm on 17th Oct – **JRR** to attend.
6. TS asked if anyone could attend the Recovery Workshop that Chris Manuel is organising in County Hall on 5th Nov.
Note – **GS** plans to get there.
7. A note of thanks to Peter & Pippa Richardson for hosting this meeting.

Date of Next Meeting: – Tuesday 10th December 2024, at 10:30 at The Head Shed.

Appendix:

Some **First Aid** requirements:

- Eye bath and saline
- Cotton wool
- Oxygen saturation monitor

Shopping list

- Whiteboards & pens – one for inside store door, for recording kit out/in
- Head torches
- Glow sticks
- Hurricane lamp
- Strip light
- Power bricks
- 4 wheel truck
- CO monitor for RR's / storage unit
- Battery powered equipment – check state of batteries, replace
- Camping gas stove/kettle/gas cylinders
- For Nov 2024, renew Ofcom licence for walkie talkies (£75)

Notes:

The URL of the EA measuring station on the South Brook at Shaw School is <https://check-for-flooding.service.gov.uk/station/9280>

Financial – CAWS held £484 of CEG funds at August 2022. To be updated.

The Melksham Emergency Service / Age UK phone no. is 01225 809265

When using My Wilts app to report issues, it is helpful to WC staff if our reports include wording such as "Whitley Emergency Team" or similar.

We must always work with a buddy!

Melksham Health & Wellbeing Meeting

Thursday 17th October, 9.30am – 11am

Melksham Without Parish Council Office, Market PI, Melksham SN12 6ES

In attendance:

Richard Rogers (Wiltshire Council)	Chris Smith (Man Down)
Abi Mitchell (Rethink)	Emma Cade (Prevention & Wellbeing, WC)
Teresa Strange (MWPC)	Mary Winterburn (Healthwatch & Gt Hinton PC)
Paul Wiltshire (Read Easy)	Natalie Remington (Help Counselling Services)
Harri Ghuman (listener)	Rebecca Seymour (Celebrating Age Wiltshire)
Julia Upton (Melksham Library)	Bridie Hanraads (Community Conversations)
Ginny Cooper (Age UK Wiltshire)	Sarah Thomson (Age UK Wiltshire)
Carl Houghton (Spurgeons / Family Hubs)	Jon Hubbard (Wiltshire Cllr)

Agenda Item	Notes	Actions or decisions
Apologies	<ul style="list-style-type: none"> • Jack Oatley • Chris Pickett • Jackie Maton • Liz Rowley • John Glover 	
Actions from previous meeting	<ul style="list-style-type: none"> • Explore setting up Men’s group in Melksham (See notes) • Explore the setting up of Mental Health First Aid courses for the community (See notes) • Our Time Project funding bid to be deferred to the area board chair following the reservations of the health and wellbeing group – The result was that the area board decided not to fund this project. 	
Community Support for improving mental health of adults	<p>Progress: Abi gave an update of progress that she has made with the support of other members of the group since the last meeting. This included:</p> <ul style="list-style-type: none"> ➤ Held a meeting with the Andy Man’s Club to explore if one could be set up in Melksham. They are very willing to help out but there are a lot of 	

	<p>restrictions such as the type of venue and the time meeting are to be held. These make it very difficult to set up in smaller or more rural areas.</p> <ul style="list-style-type: none"> ➤ Met with and spoken to several groups already set up in Wiltshire including in Warminster, Corsham and other areas. These tend to be a more flexible form of the Andy Mans Club model <p>Man Down</p> <p>Chris Smith who runs Trowbridge Man Down spoke about his own experience and how the group works including:</p> <ul style="list-style-type: none"> ➤ When he realized that he needed support, it was very difficult to access it. He shared his feeling of not wanting to burden friends, family or the NHS. It was following support from the Olive Branch in Chippenham that Chris felt that he wanted to help fill this gap in support in Wiltshire ➤ Man Down started in Cornwall and has been expanding north over the past few years. ➤ The Cornwall branch is well funded and currently support financially and with other material the Trowbridge group. They would be able to offer similar support initially if one was set up in Melksham ➤ The group meets every other Tuesday evening and is again based upon the Andy's Man model but with some more flexibility built in. The alternative Tuesday's may be a good day to run the Melksham group ➤ The Trowbridge group has only recently started but has grown from 5 men to over 30. Several including one of the leaders are from Melksham and would be willing to start a group in this area which could be as soon as the end of November. <p>The group were unanimous in supporting the set-up of this initiative. Both the Canberra centre and Forest Community Centre were offered as possible venues. There is also the Campus and That meeting Place.</p>	<p>AGREED – To fully support the setting up of a Melksham Man Down group</p> <p>ACTION – Abi & Richard to work with Chris to help him set the group up including finding a suitable venue and future funding</p> <p>ACTION – Teresa to help link Chris with a cllr who has contacts with the farming community</p>
<p>Listening service</p>	<p>Harri Ghuman spoke about her work as a school listener and how not only has this benefitted the children but also the teachers have asked for similar support.</p> <p>The service operates at the level below requiring counselling and provides a trained person who is not a</p>	<p>ACTION</p>

	<p>friend or family member to listen and help the client sort through their own situation.</p> <p>Harrie wishes to expand this offer into the community but is early on in her thinking</p> <p>The group expressed their support for additional services such as these and offered to support her where possible. This would probably not be financial support as it is likely to be a business.</p>	<p>Natalie offered to meet with Harri to offer some advice and support</p> <p>ACTION Richard to link her into the Rural Hubs programme</p>
Mental health First Aid Training	<p>Richard spoke about the Connect 5 mental health First Aid training that is available through Wiltshire Council. It consists of 3 sessions ranging from basic signposting and advice through to interventions.</p> <p>The group were asked to share what they felt is required and for whom</p> <ul style="list-style-type: none"> ➤ Training for staff of organisations to attend ➤ Several had been on the Open Minds Course, and it was felt that this would be a good one to publicise and signpost people to ➤ An introductory session could be run in order that people could find out about the basics, and this could then be used to see what they wish to do next. 	<p>ACTION: Richard to explore whether 1 or 2 introductions to mental health first aid sessions could be run locally</p>
Updates	<p>I. Ginny and Kate spoke about the work of Community Support 2.0 which included:</p> <ul style="list-style-type: none"> ➤ They have been running drop-in sessions across the area ➤ All the men that attended the Riverside cookery classes were referred by Kate ➤ Pension credits are being promoted and the group were reminded that it is worth claiming them even if the amount is very small as this then opens doors to additional support. ➤ Julia Upton informed the group that the library has someone who provides support on-line including help with completing forms and that he is available on Tuesdays from 1pm to 3pm. ➤ An increasing challenge is that grandparents are feeling forced into providing support and although this is voluntary, some are feeling pressurized to do so leading to financial problems. 	<p>ACTION: Mary Winterburn to invite Kate to one of the village drop in meetings</p>

	<p>II. Rebecca Seymour spoke about some of the work going on including:</p> <ul style="list-style-type: none"> ➤ Pantomime at Riverside on 10th December ➤ An event with story telling and musicians at Blenheim House in January ➤ The creating conversations group is full with 15 men aged between 65 and 91. There has been excellent feedback and one will now be started in Trowbridge <p>III. The Shed is having their 10th anniversary today and everyone is welcome to attend between 2pm and 7pm.</p> <p>IV. Help Counselling is now starting their in-person service in Melksham on Tuesday mornings and evenings in Queensway Chapel. They have reduced their minimum contribution from £5 to £2 and the service is mainly for those in the Forest area</p> <p>V. The Housing Support Funding will be available again very soon for supporting food providers, additional advice and hubs. It is to help vulnerable people with food and energy costs.</p> <p>VI. The Carers Roadshow will be taking place in Melksham on 15th November</p> <p>VII. Melksham area board are looking at running an older person's event in Feb 2025</p> <p>VIII. The Canberra Centre is in the process of building a community garden including a sensory area and places to sit and walk. They are also looking to link this to the hospital site.</p>	
<p>Funding bids</p>	<p>The group discussed the following funding applications or enquiries:</p> <ul style="list-style-type: none"> ➤ Read Easy material – Paul explained that next year is the 10th anniversary of Read Easy and they wish to do an event in Melksham where it all started. They will be putting in an application for some funding to help provide reading and learning material. – This was supported ➤ Help Counselling have applied for funding for boxes containing essential items. – This was supported ➤ Funding to support Melksham Man Down would be fully supported 	<p>ACTION</p> <p>To recommend to the Area Board that these applications are agreed if and when they come to the area board</p>

Date of Next Meeting	Thursday 13th Feb, 9.30am, Melksham Without Parish office, Melksham Campus.	
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Teresa Strange

From: Teresa Strange
Sent: 17 October 2024 13:23
To: Melksham News; Joe@wiltshirepublications.co.uk
Cc: Rogers, Richard
Subject: RE: Have you got a story?

Hi Laura and Joe

I have been at the Melksham Health & Wellbeing meeting this morning and couple of things came up that we think we be helpful for the MIN to run a story on, and think your readers would be interested in.

A new support group for Men's Mental Health, called ManDown – started in Trowbridge 6 weeks ago and has been so successful looking to start a group in Melksham in November – might need to be carefully managed so they are not inundated the first week.

Contact trowbridgemandown@gmail.com in the first instance and you can find more out generally at www.mandown-uk.co.uk (it will take you to a page for Cornwall, there is no scheme in Wiltshire yet apart from the new Trowbridge one so being supported by Cornwall).

Its just a chap called Chris, who is running in Trowbridge and starting up in Melksham, not a big organisation, he is currently putting info out in West Wiltshire via 45 separate facebook groups, and is getting some leaflets printed.

Secondly, regarding the loss of the winter heating allowance.....

Several strands here, you need Pension Credit to get the allowance, that is how the Government are means testing.

- Do residents know that even if you are only eligible for £1 of Pension credit its worth doing as you will get the winter heating allowance
- Do residents know that Steve, the digital volunteer in the library on a Tuesday (I think 1-3pm but need to check) will help residents fill in the forms needed
- Lots of rumours that it's a 150+ question form, but if you tick "no" to a question it doesn't ask you that any questions – it might be putting residents off
- Do residents know that Age UK Wiltshire have an Information and Benefits service and they can help with the forms, and other benefit advice
- Do residents know that you can ring and ask for a hard copy form
- Do residents know that Age UK Wiltshire have a Surviving Winter grant and its is NOT for those that are on pension credit as they will get the winter allowance, but for those who are not eligible, so providing help to those on the borders of being eligible but still struggling

Would you be interested in running an info article, and asking residents to mention/help/signpost their elderly relatives, neighbours etc

Thankyou!

Teresa

Teresa Strange
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From: Melksham News <news@melkshamnews.co.uk>
Sent: 10 October 2024 11:15
To: Melksham News <news@melkshamnews.co.uk>
Subject: Have you got a story?

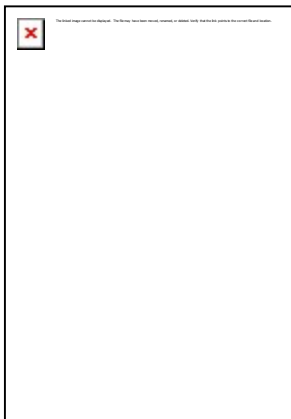
Hello,

We are currently working on the next issue of Melksham News and welcome all contributions about local people, organisations and events.

Have you got a story or photo you would like to share with the community?

If you have got anything you think is newsworthy, please let us know by reply. The deadline is next Wednesday 16th October.

Many thanks!



Laura Green - News Reporter



news@melkshamnews.co.uk

01225 704761

Introducing the Wiltshire Publications family:



Enabling remote attendance and proxy voting at local authority meetings

🕒 25 October 2024

The Society of Local Council Clerks (SLCC) welcome the government's announcement to introduce proposals enabling remote council meetings, marking a significant victory in our long-standing campaign for greater flexibility in local democracy.

Deputy Prime Minister and Secretary of State for Housing, Communities and Local Government, the Rt Hon Angela Rayner MP, announced at the Local Government Association's (LGA) 2024 Conference in Harrogate on Thursday 24 October, that the government will seek views on allowing councils to determine their own approach to virtual meetings and proxy voting.

"This announcement represents a breakthrough moment for local democracy in England and would offer the prospect of matching the effective flexibilities retained in Wales after the Covid measures ended," said Adam Keppel-Green FSLCC, SLCC Chair. "We have consistently advocated for these changes, which will make local government more accessible and inclusive. The SLCC's position has always been that councils should have the flexibility to choose meeting formats that best serve their communities. "

The proposed reforms align with SLCC's long-held position that remote meeting options are essential for:

- Enabling participation from those with caring responsibilities
- Supporting councillors managing illness or disability
- Increasing diversity in local democracy
- Enhancing accessibility to local decision-making

The government has opened its consultation on these changes on its [website here](#). The consultation is live and runs until 19 December 2024.

It is also possible to complete a response online at the [UK.Gov citizens' space](#).

Responses are invited from councils, individual councillors, members of the public and local government representative organisations. SLCC will be making its own response to the consultation under the last category and would welcome input from members, which can be submitted to Michael King, Head of Policy and External Communications, michael.king@slcc.co.uk by **5 December**.

Article categories

Applicable in England only
Consultations

- All >
- Applicable in England only >
- Applicable in Wales only >
- Civility & Respect >
- Climate Change >
- Commercial News >
- Consultations >
- Coronavirus (COVID-19) >
- Elisabeth Skinner's Blog >
- Funding >
- General Election >
- General Sector News >
- Government Announcements/Legislation >
- IIMC >
- Local Government Pay >
- Planning >
- President's Blog >
- SLCC Training and Updates >

Teresa Strange

From: rightsofway <rightsofway@wiltshire.gov.uk>
Sent: 07 November 2024 09:02
To: Teresa Strange
Cc: Millard, Paul
Subject: RE: Countryside Access Improvement Plan 2025-2035 Engagement Survey

Hi Teresa,

Many thanks for your support, it is much appreciated.

Best wishes,
Matthew

Senior Business Support Officer
Rights of Way & Countryside

Wiltshire Council



Tel: 01225 713517
Email: rightsofway@wiltshire.gov.uk
Website: www.wiltshire.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 06 November 2024 18:02
To: rightsofway <rightsofway@wiltshire.gov.uk>
Subject: RE: Countryside Access Improvement Plan 2025-2035 Engagement Survey

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Thanks for your prompt reply Matthew, and the information which is noted.
We have been sharing the survey on our social media etc so I am pleased to see that some residents have responded – I will push it out again.

All the best,
Teresa

From: rightsofway <rightsofway@wiltshire.gov.uk>
Sent: 06 November 2024 17:54
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Millard, Paul <Paul.Millard@wiltshire.gov.uk>
Subject: RE: Countryside Access Improvement Plan 2025-2035 Engagement Survey

Hi Teresa,

Thank you for your email and interest in the survey. This survey is for individuals to respond to so please do not submit a collective response on behalf of the council. Please do fill it in yourself and encourage your colleagues and others to do the same. If you have a newsletter then please feel free to publish it in that. We have had some responses from individuals in Melksham Without but would welcome more.

We are currently working on a separate survey specifically for Parish and Town councils so will be in touch when that is ready.

I've attached a print version of the survey so you can see all the questions.

I've cc'd my colleague Paul Millard, Countryside Access Development Officer who is responsible for the Improvement Plan in case there is anything he would like to add.

Best wishes,
Matthew

Senior Business Support Officer
Rights of Way & Countryside



Tel: 01225 713517
Email: rightsofway@wiltshire.gov.uk
Website: www.wiltshire.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 06 November 2024 17:41
To: rightsofway <rightsofway@wiltshire.gov.uk>
Subject: Countryside Access Improvement Plan 2025-2035 Engagement Survey

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Dear RoW team

I think that the survey you are running might be something that Melksham Without parish council might want to respond to – they have a large amount of RoW in their parish, and a few ideas/requests from residents for improvements.

We also put the RoW in the parish into a priority order in the past to aid your team as we have so many requests. I cannot see the whole consultation without filling it in and have learnt the hard way not to put in a dummy answer to a WC consultation to move through the questions as it then submitted itself!

Can you send me a version we can read the questions on please? Happy to respond online but need to see the questions together so that the council can consider and response as a body, if appropriate.

Many thanks, Teresa

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Teresa Strange

Subject: FW: Bowerhill Wilding

From: Paul Ashman <Paul.Ashman@idverde.co.uk>
Sent: 21 October 2024 13:42
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Bowerhill Wilding

Good afternoon Teresa

Thank you for your email, contacts duly noted.

For your information I meet with Mark Blackham this morning at Harvard Close to look at the area that is to be rewild and how we can involve the community groups already working in the area in this project, we have provisionally booked Saturday 23rd November (10.00 – 12.30) for the groups to help with the planting of the wildflower plugs .

Kind regards



Paul Ashman | Community Engagement Manager
Regional Office: Riverway Depot, Riverway, Trowbridge, Wiltshire, BA14 8LL
UK Support Centre: Octavia House, Westwood Way, Coventry, CV4 8JP
Office: 441225769627 | Mobile: 07584333017



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From: Teresa Strange [<mailto:clerk@melkshamwithout-pc.gov.uk>]
Sent: 18 October 2024 15:42
To: Paul Ashman <Paul.Ashman@idverde.co.uk>
Cc: Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Bowerhill Wilding

Hi Paul
This sounds a great project!

Suggestions are:

1. BRAG Bowerhill Residents Action Group – they are doing some of their own rewilding in one area in Bowerhill already with a Wessex Water grant and maintain a planted area near the canal.
Mark Blackham, Chair [xxxxxxx](#) Sue Tweedie [XXXXXXX](#) Sharon Pike [XXXXXXX](#)
2. The Melksham ATC cadets are based at Bowerhill, and they did a really good job a couple of years ago planting trees with their entrenching tools! Contact Darren Gerrish Flight Lieutenant D Gerrish RAFACOfficer Commanding 2385 (Melksham) Squadron ATC [XXXXXXXXXX](#)
3. In terms of local schools there is Bowerhill primary school and Melksham Oak Secondary school – I would have to ask for contacts as the ones the Melksham Oak teachers that did DofE and Outdoor activities that used to do such activities with us have left and they have scaled that down. Please let me know if you think that it would be suitable for primary age?

Herman Miller's Day of Action is Tuesday 5th November so a bit too early, but another local business that might be interested is Knorr Bremse – Sharon Pike of BRAG works there and might be worth asking. Some parish councillors might be interested, if you could copy me in to what you send I can forward to them. Many thanks, Teresa

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From: Paul Ashman <Paul.Ashman@idverde.co.uk>
Sent: 18 October 2024 14:36
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: FW: Bowerhill Wilding

Good afternoon Teresa

I have been given you contact details by Nick Holder with regards to rewilding the 2 areas as detailed below and possible the involvement of local community groups in the project.

- a) Harvard Close, Melksham
- b) Falcon Way/Hurricane Way, Melksham

We are hoping to start the works on Monday (weather permitting), which will involve the preparation of the said area, we will carrying out the planting of wildflower plug during the 2nd/3rd week of November, this is where we are looking for an involvement of local community groups in helping with these works.

Are you are able to point me in the direct of any groups that you may feel would be interested in working on this project. (all the work will be hand work)

Have a great weekend.

Kind regards



Paul Ashman | Community Engagement Manager
 Regional Office: Riverway Depot, Riverway, Trowbridge, Wiltshire, BA14 8LL
 UK Support Centre: Octavia House, Westwood Way, Coventry, CV4 8JP
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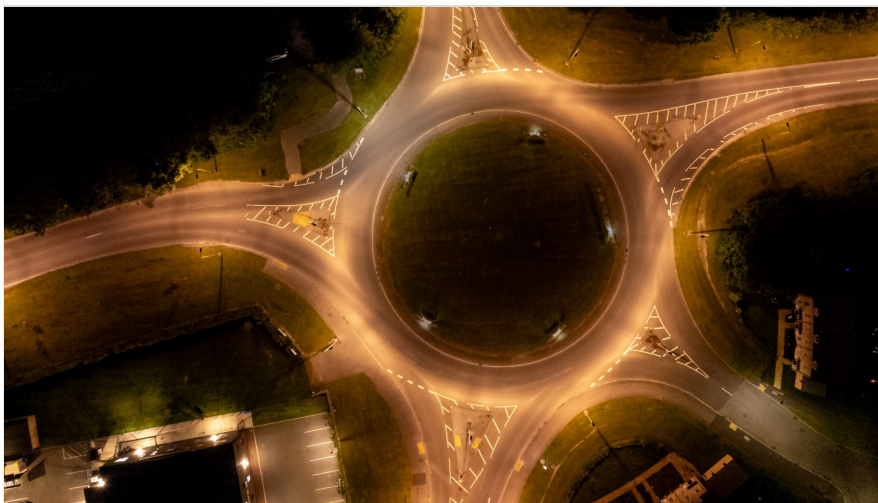
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From: Mark Blackham [<mailto:blackham.a.mark@gmail.com>]
Sent: 18 October 2024 14:03
To: Paul Ashman <Paul.Ashman@idverde.co.uk>
Subject: Bowerhill Wilding

Here is my email. Thanks for reaching out.
 Many thanks.
 Mark



Improvements in car headlights mean roundabouts, such as this one on the A1079 from Hull to York, only need lighting for pedestrians

Britain to axe up to 1.5m lampposts — see how it would look

Street lights across the country, particularly in rural areas, may be replaced with cleaner alternatives to cut a £3bn bill

Nicholas Hellen, Transport Editor

Sunday October 27 2024, 12.01am, The Sunday Times

Share Save

Around 1.5 million of Britain’s 7.2 million lampposts could be removed to save money and reduce carbon emissions and replaced with lighting that will make it safer for pedestrians.

Under existing rules, there is no requirement to light pavements for pedestrians. They are only lit because light spills over from lampposts, which were principally installed to make it safer for motorists.

But today’s cars have such effective headlights that lampposts, which are generally 10m tall on A-roads and 6m tall on residential roads, are not necessary in many parts of Britain.

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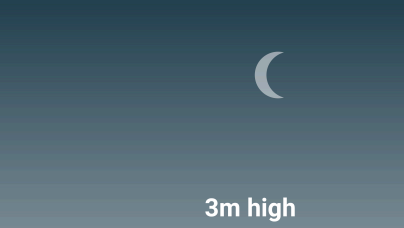
Lampposts will remain in place in many locations where they are necessary, such as in cities where CCTV cameras rely on good lighting.

The first ones scheduled to be removed are in Hayton, a small Yorkshire village on the A1079 road between York and Hull. Starting in December, 30 street lights on each side of the main road are to be switched off and later removed. Around 300 more will be switched off and removed on a 19-mile (30km) stretch of the road.

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Rather than plunge the village into complete darkness, the pavements that run alongside the road will be fitted with dedicated footway lights for the first time. On one side they will be on bollards with lights attached. On the other side, they will be on 3m-high columns, also with lights attached.

Use the slider to see how our roads could change:

<p>Existing street lighting</p> <p>A typical light on a lamppost directs light 20m in each direction down the road and 10m across, creating light pools.</p>	 <p>3m high lampposts</p>
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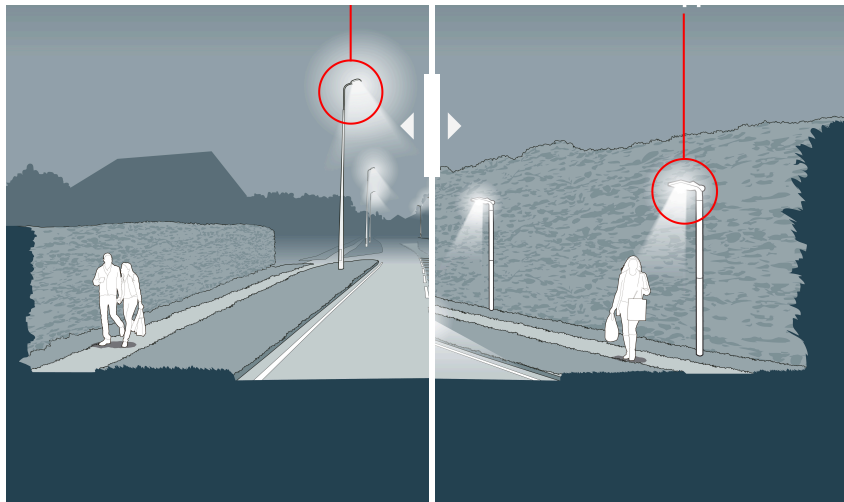


Photo Credits: The Times and The Sunday Times

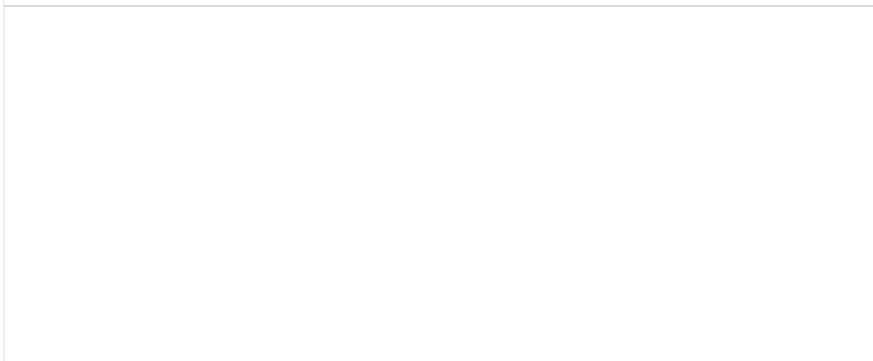
It is all part of a new strategy by the Department for Transport (DfT) aimed at fundamentally rethinking the purpose of spending £3.5 billion each year on the 7.2 million street lights. Around £1 billion goes on the energy bill, and the remainder is spent on maintaining them and replacing them at the end of their 40-year life cycle.

Karl Rourke, the street lighting service manager at East Riding of Yorkshire council, who is overseeing the project for [Live Labs 2](#), a £30 million decarbonisation research and innovation programme funded by the DfT, said: “This is about common-sense lighting, not lighting removal at all costs.”

He added: “There is a fundamental problem that when we design street lighting for roads we design on the principle that cars do not have headlights and that the entire road is in complete darkness and the people using the road are in complete darkness.”

When the lampposts are removed on sections of the road from York to Hull, there will also be new layouts and designs to assist motorists at roundabouts, crossroads and priority junctions — areas where traffic and pedestrians intersect with each other that are known as “conflict zones”.

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New solar-powered red and green road studs, signs made with more reflective material and signs activated if a vehicle approaches a conflict zone too fast will all be installed.

If the trials are successful, this could lead to a total of 1.5 million lampposts being removed from roads across Britain, particularly in rural areas, as they reach the end of their 40-year life cycle.

A similar project is under discussion for Derbyshire, and nine other local authorities are also involved including Aberdeenshire, Cambridgeshire and Lancashire.

Simon Ellis, 39, who chairs Hayton and Burnby parish council, said locals are pleased about the experiment. Many hope house prices may receive a boost if, as anticipated, the village secures “dark skies status”.

He said: “It’s very positive for bats, because they can’t fly across street lights, and if you look at places like the Lake District, house values do increase if you are classified as a dark sky.” Properties in the village are currently valued at around £400,000 to £500,000, and could enjoy an uplift of £20,000 to £30,000, Ellis said.

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The speed limit through the village is 40mph and 30,000 vehicles a day pass along the A1079 and the A164, also in the East Riding of Yorkshire, and which is also part of the trial.

The experiment is being monitored closely, with safety risk assessments and thermal and optical imaging cameras capable of working equally well in total darkness as in daylight.

Perry Hazell, president of the Institution of Lighting Professionals, said that almost 90 per cent of the savings which could be gained by installing low-energy LED lights in the country’s lampposts have already been achieved, and that is why more radical measures are now being considered.

“Over the last 15 years or so there has been a real push to replace sodium lights, which are orange-looking, to new energy-efficient lights,” Hazell said. In the 1980s and 1990s everything was basked in an orange glow, but now you can see the green of the trees and the actual colours of cars.

“Historically we’ve always been always focused on the driver and the highway. Because headlights have now improved in cars we need to think about cycle users, and pedestrians and maybe light for them only.”

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COURTS

Woman kept awake by LED streetlights forces council to replace them

April 18 2024, 12.00pm