

27th January 2025 Full Council agenda-FIN _____	3
AGENDA ITEM 01 - CAWS Statement on Lime Down _____	8
AGENDA ITEM 01 - Lime Down Solar Park_ Notice of Publication of Statement of Community Consultation (SoCC) _____	9
AGENDA ITEM 03c - WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED _____	13
AGENDA ITEM 07a) Vacancy notice _____	14
AGENDA ITEM 07a) & b) - Resignation of Parish Councillor _____	16
AGENDA ITEM 08 - FULL COUNCIL MINUTES 2nd December 2024 DRAFT _____	19
AGENDA ITEM 09a & c - Planning Committee meeting- Monday 16th December 2024 FIN _____	51
AGENDA ITEM 09a & c Planning Committee meeting- Monday 13th January 2025 FIN _____	65
AGENDA ITEM 09d MTUG input on A3102 development_Redacted _____	83
AGENDA ITEM 10a - FINANCE MINUTES 6th January 2025 FIN _____	87
AGENDA ITEM 10d - Extract of approved Financial Regulations regarding Budget and Precept _____	122
AGENDA ITEM 10e - Guidance for Parish Councils on receiving and use of CIL funds - Jan 2025 FINAL- Copy _____	123
AGENDA ITEM 10i) Info to be displayed on Council Tax Leaflet _____	127
AGENDA ITEM 10j - 2024-25_Internal_Audit_Melksham_Without_Parish_C- ouncil_-_SUMMARY_VISIT1 _____	128
AGENDA ITEM 10j - 2024-25_Melksham_Without_Parish_Council_Interim- _Internal_Audit_Cover_Letter _____	129
AGENDA ITEM 10j - 2024-25_Melksham_Without_Parish_Council_Interim- _Internal_Audit_Observations _____	131
AGENDA ITEM 10K - Receipts and Payments-cb1 _____	133
AGENDA ITEM 10k - Receipts and Payments-cb2_Redacted _____	135
AGENDA ITEM 10k - Receipts and Payments-cb3 _____	138

AGENDA ITEM 10k - Receipts and Payments-cb4	140
AGENDA ITEM 10k - Receipts and Payments-cb5	142
AGENDA ITEM 10l) i) - Detailed Income & Expenditure- Quarter 3- October , November & December 2024	144
AGENDA ITEM 10l) i) - Quarterly income and expenditure report analysis. docx QTR 3 October, November & December 2024	149
AGENDA ITEM 10l) ii) - Bank Reconciliation- Cashbook 1- Lloyds Bank- December 2024	153
AGENDA ITEM 10l) ii) - Bank Reconciliation- Cashbook 2- Unity Bank- December 2024	155
AGENDA ITEM 10l) ii) - Bank Reconciliation- Cashbook 3- Lloyds Fixed Term Deposit- December 2024	161
AGENDA ITEM 10l) ii) - Bank Reconciliation- Cashbook 4- Unity Instant Access Account- December 2024	162
AGENDA ITEM 10l) ii) - Bank Reconciliation- Cashbook 5- CCLA- December 2024	164
AGENDA ITEM 10o - Date of completion for 14_10461_OUT East of Melksham (Hunters Wood_The Acorns)	166
AGENDA ITEM 10p - Correspondence with MTC re _ CIL working party	170
AGENDA ITEM 10q - Community benefit - Sandridge Solar Power Limited	175
AGENDA ITEM 11a Completion of registration - Play Area at Bowood View	176
AGENDA ITEM 11b _ Surge Protection for Berryfield Village Hall	178
AGENDA ITEM 11b Leap Transfer Plan 505	184
AGENDA ITEM 11b TP1 POS at Pathfinder Melksham final	185
AGENDA ITEM 11d - Funding for ongoing care and maintenance of the public art	192
AGENDA ITEM 12b Correspondence on Real Time Information	195
AGENDA ITEM 12b Photos of new Battery RTI in Melksham Market Place for info	200
AGENDA ITEM 13a - Youth Advisory Board	201

AGENDA ITEM 14 Town and Parish Update_ Heart of Wessex update following publication of Devolution White Paper _____	206
AGENDA ITEM 15 - 'Strengthening the Standards and Conduct Framework for Local Authorities in England' Government Consultation _____	208
AGENDA ITEM 16 - NALC Anti-terror checklist _____	211



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Tuesday 21st January 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 27th January 2025 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=86311358791>

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

- To note that the next planning committee meeting will be held on Tuesday 4th February at Bowerhill Village Hall – different venue and day than usual schedule.
- To note the decision of the Strategic Planning Committee on the application for 500 dwellings at Land at Blackmore Farm (meeting Thurs 23rd January)
- To note the latest Lime Down Solar project update

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 **Agenda Item 9f)ii** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

6. Public Participation

7. Resignation of Member - Beanacre, Shaw, Whitley & Blackmore Ward:

- a) To formally note the resignation of Councillor Chivers.
- b) To note that an election will not be held for the vacancy as the resignation is within six months of an election and consider whether to fill the vacancy by co-option for the period until the election due to be held on 1st May 2025.
- c) To consider writing a letter of appreciation to Councillor Chivers following his years of service to the council.
- d) To consider appointing members to the following committees following the resignation of Councillor Chivers:
 - Planning Committee
 - Asset Management Committee
 - Highways and Streetscene Committee

e) To consider appointing members to the following organisation vacancies:

- Footpath representative- Beanacre
- Footpath representative- Shaw & Whitley

8. To approve the **Minutes of the Full Council Meeting** held on 2nd December 2024.

9. Planning

- a) To approve the **Planning Committee Minutes** of 16th December 2024 and 13th January 2025.
- b) To approve the Confidential Notes to accompany the Planning Committee minutes of 16th December 2024.
- c) To formally approve the **Planning Committee** recommendations of 16th December 2024 and 13th January 2025.
- d) To consider supporting MTUG Melksham Transport User Group request for bus funding for current planning applications for large developments east of Melksham.
- e) To give a steer to the Planning Committee on the planning application for a new warehouse for Gompels PL/2024/11426 Land to the South of A365 Bath Road and West of Turnpike Garage

f) Melksham Neighbourhood Plan 2

- i) To note update following close of Melksham Neighbourhood Plan Regulation 16 consultation on Weds 22nd January
- ii) To consider any matters to inform the Neighbourhood Plan Steering Group meeting on Weds 29th January
- iii) To give delegated powers to the Planning Committee to approve the Steering Group comments to be submitted to the Examiner, if required

10. Finance

- a) To approve the **Minutes of the Finance Committee Meeting** held on 6th January 2025
- b) To formally approve the **recommendations** contained within the Minutes of 6th January 2025 (except for the Budget and Precept items)
- c) To consider any adjustments that need to be made to the budget following the opening of the parish grass cutting and bin emptying tenders.
- d) To note extract from Finance Regulations regarding the setting of the budget and precept.
- e) To note CIL (Community Infrastructure Levy) guidance for use of funds in 2025/26
- f) To formally approve the **Budget for 2025/26** and the year ending position for 2024/25.

Serving rural communities around Melksham

- g) To formally approve the **Precept** for 2025/26
- h) To consider **Press Release** on Precept and Budget Proposals
- i) To note information to be provided for the Council Tax leaflet.
- j) To consider the **Internal Auditor report** following visit on Wednesday 18th December as reviewed by the Finance Committee on 6th January 2025.
- k) To note **Receipts & Payments** reports for December 2024.
- l) Quarterly Reports for Quarter 3 (Oct, Nov, Dec).
 - i) To note Budget vs Actual
 - ii) To note Bank Reconciliation
 - iii) To note VAT reclaims submitted
- m) To seek **cheque signatories/online authority** for January payments.
- n) To approve Bank Account and Fund Transfers.
- o) **East of Melksham Community Centre:** To receive update on legal terms of Melksham Town Council agreement following clarification being sought from Wiltshire Council (if received).
- p) To receive update on arrangements for a **CIL sharing working party** and consider way forward.
- q) To note confirmation from the **Sandridge Solar Farm** that the community benefit will be for 40 years.
- r) **Government consultation on Local Audit Reform:** To approve draft response to the consultation.

11. Asset Management:

- a) To note confirmation from solicitors that the Land Registry has completed the registration of the Whitworth Play Area.
- b) To approve Davey Play Area transfer documents
- c) To note correspondence from the Berryfield Village Hall Trust regarding findings of lightning protection inspection and consider way forward.
- d) To consider request from the Berryfield Village Hall Trust to draw down the whole sum allocated for the ongoing maintenance of the village hall public art.
- e) To note update on Shurnhold Fields project and any actions/update following AGM of the "Friends" volunteer group on 22nd January

12. Highways:

- a) To approve draft response to the Local Transport Plan

- b) To consider correspondence on Real Time Information for bus stops/shelters

13. Partnership working:

- a) To consider request from Melksham Town Council to collaborate on their new Youth Advisory Board initiative in the town.

14. Devolution Priority Programme (“Heart of Wessex”): To note latest update on Wiltshire Council’s support to the devolution priority programme.

15. To consider submitting a parish council response to the Government Consultation: **‘Strengthening the Standards and Conduct Framework for Local Authorities in England’**

16. To note new **NALC anti-Terror** checklist which is aligned with the requirements of Martyn’s Law, for future consideration and action.



CAWS (Community Action: Whitley & Shaw) Statement

17th January 2025

I am pleased to confirm that a Battery Energy Storage System (BESS) proposed by Lime Down Solar for Whitley is not going ahead. The developer released this information earlier in the week in a “Statement of Community Consultation” (SoCC) which shows that the favoured location for a BESS is now north of the M4 near Hullavington.

Whilst delighted by this news, we also feel for the residents who will live close to the BESS if the scheme is approved. With that in mind, we are treating the news sensitively and we have a meeting at the end of the month with the Stop Lime Down group to see how we might best work together going forward.

Our main focus will now be on trying to ensure that the cable run route (if the scheme goes ahead) and the connection to the Melksham Substation behind Whitley Golf Club is sensible, appropriately planned/engineered, safe, and provides the minimum level of disruption to residents and businesses.

To find out more about the current status of the scheme please have a look at the developers latest news update which is on their website at <https://www.limedownsolar.co.uk/news/latest-update> and please note that the next round of consultation will run for 7 weeks starting on 29 January 2025 and will include an event on Wed 26 Feb (17:30–20:30) at Shaw School.

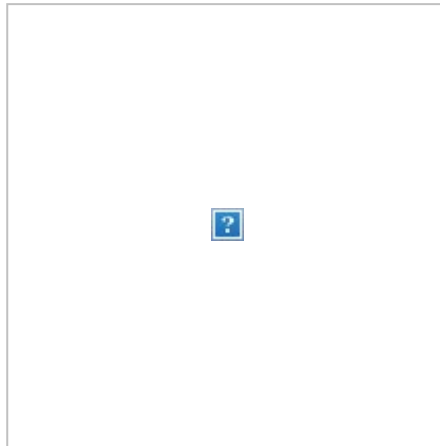
We expect the developers consultation documents that will be released on 29 January 2025 to contain much more detail about the developers site assessments and plans going forward.

Peter Richardson

CAWS Chair

From: [Lime Down Solar Park](#)
To: [Lorraine McRandle](#)
Subject: Lime Down Solar Park: Planning Act 2008 SECTION 47: Duty to Consult Local Community – Notice of Publication of Statement of Community Consultation (SoCC)
Date: 14 January 2025 16:50:55

No images? [Click here](#)



Lime Down Solar Park

PLANNING ACT 2008 SECTION 47: Duty to Consult Local Community

Notice of publication of Statement of Community Consultation

Dear Teresa Strange,

I am writing to you as Melksham
Without Parish Council to notify you
that the Statement of Community
Consultation (SOCC) for Lime Down
Solar Park has been published today –
Tuesday 14 January 2025.

The final SoCC sets out how Lime
Down Solar Park Limited (“we” or “the
Applicant”) intends to carry out
statutory consultation on our proposals

for Lime Down Solar Park. It provides details of how and when we will consult the local community and the channels available to respond to our consultation.

Statutory Consultation will take place from Wednesday 29 January to Wednesday 19 March 2025.

A copy of the of the SoCC and the Section 47 Notice can be viewed on our website [here](#).

Printed copies of the SoCC are also available to view at document inspection locations as follows:

- **Corsham Library**
Springfield Community Campus,
Beechfield Road, Corsham,
Wiltshire, SN13 9DN
- **Melksham Library**
Melksham Community Campus,
Market Place, Melksham, Wiltshire,
SN12 6ES
- **Malmesbury Library**
24 Cross Hayes, Malmesbury,
Wiltshire, SN16 9BG
- **Chippenham Library**
Timber Street, Chippenham,
Wiltshire, SN15 3EJ

If you have any questions or wish to discuss the content of the SoCC please do contact us directly by calling the Project freephone 0808 175 6656 or emailing info@limedownsolar.co.uk

In the meantime, I can confirm that we will notify you when statutory consultation launches to provide further information about what is being delivered, the materials being made available and how people can take part.

I look forward to continuing to work with you over the coming months.

Yours sincerely,



Will Threlfall
Senior Project Development Manager
Island Green Power

Communication Lines

- info@limesdownsolar.co.uk
- Freephone - 0808 175 6656 (open 09.00-17.00 Monday to Friday excluding bank holidays)
- FREEPOST Lime Down Solar Park
- www.limesdownsolar.co.uk



You are receiving this newsletter because you registered your contact details with us to send you project updates straight to your inbox.

If you would like to stop receiving these emails, please click unsubscribe below.

[Unsubscribe](#)

From: [Jonathon Seed](#)
To: [Jonathon Seed](#)
Subject: WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED
Date: 13 January 2025 13:40:29

Article for Feb.

Jonathon

WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

January is always a difficult political month and generally not a brilliant business month. Post Christmas blues and a lack of confidence in the future combine with cold and dreary weather to concentrate gloom which tends not to dissipate until the snow drops appear. I tend to get on with Council routine and over the month I attended several Parish and Wiltshire Council meetings. These varied from six Parish Council meetings to planning meetings, to overview and scrutiny meetings and a full Wiltshire Council meeting.

Wiltshire Council held a highly unusual evening and extraordinary meeting of the Council to discuss devolution which is being forced on us by our new Government. On a cross Party basis, the overwhelming majority of councillors voted to authorise the Leader to write to Government and ask for consideration to be included in the first tranche of devolution with the creation of strategic mayoral authorities.

Alongside most of my Councillor colleagues I do not favour the concept of Mayoral devolution but can see the advantage to Wiltshire residents of early engagement in this compulsory process. On this basis the Leader of Wiltshire Council together with the Leaders of Dorset and Somerset Councils have submitted a letter to the Government to confirm that together they wish to be considered as part of the Devolution Priority Programme.

This is not a merger of councils. It will be a partnership of equals as part of a new “Heart of Wessex” authority with an elected mayor chairing the authority which will have jurisdiction on large projects, investments and strategic services. You will still have Wiltshire Council looking out for your interests and controlling most of your services and council tax. I will keep you updated on progress.

Jonathon.seed@wiltshire.gov.uk Tel.07770774463 Facebook: JSforWC

Jonathon Seed
07770774463

03 December 2024

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

Electoral Services
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Dear Mrs Strange

Casual Vacancy

**Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward))
Parish Council**

I refer to your notification of a vacancy and enclose a copy of the Notice of Vacancy for your use.

Please can you arrange for this Notice to be published in the parish electoral area on the publication date. You may also publish the notice on your Parish Council website if you wish. A copy will also be published on the Wiltshire Council website at <http://www.wiltshire.gov.uk/elections-councillor-vacancies>.

Please note, in accordance with Section 89(3) of the Local Government Act 1972, where the vacancy occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held under Section 89(1) of the above Act, and the vacancy will be filled at the next ordinary election of councillors on Thursday 1 May 2025.

The Parish Council can either leave the seat unfilled or fill it using the co-option process.

If the vacancy is filled, please can you advise us of the name and address of the person you have co-opted.

Thank you for your assistance in this matter.

Yours sincerely

Lucy Townsend
Electoral Registration Officer
Telephone: 0300 456 0112
Email: elections@wiltshire.gov.uk

Enc

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward)) Parish Council

**PARISH OF MELKSHAM WITHOUT
(MELKSHAM WITHOUT (BEANACRE,
SHAW, WHITLEY & BLACKMORE WARD))**

NOTICE IS HEREBY GIVEN

that due to the resignation of Terry Chivers, a vacancy has arisen in the Office of Councillor for the Parish Council.

In accordance with Section 89(3) of the Local Government Act 1972, where the vacancy occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held under Section 89(1) of the above Act, and the vacancy will be filled at the next ordinary election of councillors on Thursday 1 May 2025.

The Council may choose to fill the vacancy by co-option for the period until that election. For further information, please contact the parish clerk.

Dated 6 December, 2024

Lucy Townsend
Returning Officer
Electoral Services, Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Posted by:

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

From: [Elections](#)
To: [Teresa Strange](#)
Subject: RE: Resignation of Parish Councillor
Date: 03 December 2024 11:33:53
Attachments: [image001.png](#)
[image002.png](#)
[Melksham Without \(Beanacre, Shaw, Whitley & Blackmore Ward\) NOV 6 December 2024.pdf](#)

Dear Teresa

Thank you for informing us of the Councillor resignation. Definitely the end of an era for you with the resignation of Cllr Chivers.

Please see attached letter and statutory notice of vacancy dated Friday 6 December 2024 to be published in the electoral area of the Parish.

Please note that these notices do not have an end date as opposed to the usual notices. This is because an election cannot be requested to fill vacancies for Town/Parishes in the 6-month run up to the full Council elections which will take place on Thursday 1 May 2025.

From 6 November 2024, for any Councillor vacancy occurring in Town and Parish Councils an election cannot be called. However, the vacancy will still be advertised on the Wiltshire Council website as above. The Town and Parish Council may co-opt to fill any vacancies from this date using their usual co-option procedures.

I would be grateful if you can:

- A) Confirm receipt of this email/notice
- B) Confirm that the notice/s will be displayed on Friday 6 December 2024 within the parish.

This notice will also be displayed on Wiltshire Council's webpage on that date:
<http://www.wiltshire.gov.uk/elections-councillor-vacancies>

If you have any questions, please let us know.

Best wishes

Tracey Clements
Electoral Services Officer
Electoral Services
Customer and Communications



Tel: 0300 456 0112

email: elections@wiltshire.gov.uk

web: www.wiltshire.gov.uk

[Sign up](#) to Wiltshire Council's email news service

Privacy Statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You should refer to the Privacy Notice at <http://www.wiltshire.gov.uk/elections-register-to-vote> for further information relating to the processing of personal data.

If you no longer wish to be contacted by email, please unsubscribe by emailing electreg@wiltshire.gov.uk with the word UNSUBSCRIBE in the email subject header and quote your name and address.

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or

attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held
on Monday 2nd December 2024 at
Melksham Without Parish Council Offices (First Floor), Melksham Community
Campus, Market Place, SN12 6ES at 7:00pm**

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

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

In attendance: Wiltshire Councillor Nick Holder who left the meeting at 7.25pm.

318/24 Welcome, Announcements & Housekeeping:

Councillor Glover welcomed everyone to the meeting; it was noted that those present were already aware of the evacuation procedures in the event of a fire, so the housekeeping message was not 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 Glover made the following announcements:

- The parish council's Winter newsletter will be in the 5th December Melksham News issue. It was noted that this newsletter was advertising the grants, grass cutting tender and Parish Officer vacancy.
- It was noted that Wiltshire Council had started their Regulation 16 consultation on the draft Neighbourhood Plan 2. It was noted that the consultation will run for eight weeks rather than six weeks due to the Christmas period. Once this has been completed, the plan will move on to the next stage, which is Examination and then to a Referendum. It was noted that Wiltshire Council had submitted their draft Local Plan to the Secretary of State for Examination.
- Wiltshire Council has expressed an interest in a devolution deal from central government with Dorset and Somerset Councils. The Government wishes for all devolution deals to end up with Mayoral Combined Authorities.
- Work has now been started on the footpath to the rear of Melksham Oak.
- The Eastern Relief Road had opened today.

319/24 Apologies:

Councillor Glover reported that Councillor Chivers had submitted his resignation from the council, effective immediately. Members felt that the parish council needed to recognise the years of service that he gave to both the parish council and Wiltshire Council. This should be placed on the next Full Council agenda in January.

Resolved: The council to consider writing to Councillor Chivers expressing their appreciation for his years of service to the parish council at the next Full Council meeting.

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

320/24 Invited Guests:

a) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

Wiltshire Councillor Alford was attending a meeting of Melksham Town Council, in his role as town councillor.

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

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

c) Wiltshire Councillor Nick Holder (Bowerhill):

Wiltshire Councillor Holder wished to give the following updates:

Recent Flooding:

Councillor Holder wished to thank the parish council for hosting the Operational Flood Working Group meeting at their meeting space, where a number of communities come together to discuss flooding issues in their areas. He commended the Flood Warden scheme that the parish has had in place for a number of years and feels that this has been very helpful. He is grateful for all of the volunteers in the parish who helped out in the recent weather to try and stop residents' properties and businesses from flooding internally. He explained that there were significant flooding issues in Chippenham and Bradford on Avon as well as an issue with river flooding in the centre of Melksham. Wiltshire Council Officers were out from Sunday evening until Wednesday morning trying to assist residents.

There is currently no word from the central Government on what funding is available to help properties and businesses that have flooded. He expressed disappointment in this, as there are members of the community who need the Government support now. He also felt that it was disappointing that flooding incidences have moved from DEFRA (Department for Environment Food and Rural Affairs) to the Housing Ministry. He explained that some Ministers are not necessarily used to dealing with these sorts of issues. He had spoken to the Flooding Minister last week and raised this issue; however, they were unable to provide an answer. He explained that Wiltshire Council has a well-established process with residents and businesses whereby the information on any funding support goes on the website. This is the same with flood information and updates on any road closures.

Devolution- Mayoral of Wessex

Councillor Holder explained that the devolution for Wessex was not something that Wiltshire Council supported. The other local authorities that have been asked to comment on it are equally sceptical about this, but it has been made clear by

central Government that it will be mandatory as part of their ability to work more closely with the local community through elected Mayors. Councillor Holder was clear that this did not mean that the unitary authority would cease to exist. This would be an additional tier of government.

Pathfinder Place

Councillor Holder reported that he had a site meeting scheduled with the Assets team at Wiltshire Council tomorrow to walk the site for the Pathfinder School. He explained that there had been work undertaken over the past few weeks to make the site secure. He explained that he has raised concerns with the Assets team with regard to flooding at the site, as it seems to have flooded significantly even before the recent weather. There had been some houses in Maitland Place that suffered from garden flooding, which he was going to look at tomorrow to see what can be done. With regard to the handover of the public open space area from Taylor Wimpey, he was still waiting for confirmation as to when this will happen; however, it is likely to be spring. It does appear that some of the trees that had been planted in the area do seem to have survived the winter period.

Rewilding Area- Bowerhill

The planting that Idverde were arranging to rewild Harvard Close and Falcon Way did not take place due to the weather. The plan is to still plant bulbs and plugs on these sites, and this will be rearranged shortly. Councillor Holder will inform the relevant groups of the new date to see whether some volunteers would like to help.

Footpath to Pathfinder Way from Burnet Close

Councillor Holder explained that he had this evening received a briefing note regarding the footpath to Pathfinder Way from Burnet Close. He explained that the funding had been received by Wiltshire Council in April 2020, and the funding is index-linked and amounts to £135,000. At the time of this contribution being paid, the country was in lockdown and staff had been reassigned to other work areas. This carried on throughout the pandemic, which left a significant backlog of schemes that needed to be completed before any new schemes could be started. Consequently, the development of the programme of this scheme had been delayed until July 2022. Wiltshire Council has since this time commissioned feasibility studies, ecological investigations, and topographical surveys of the route. The topographical surveys, concept design, tree surveys, preliminary ecological assessment, environmental investigation, and biodiversity metric calculations have been completed. The preliminary planning application was submitted in April 2024 and was approved under permitted development in September 2024. This scheme is due to be delivered in the next financial year.

Councillor Glover invited questions from members.

Councillor Pafford asked whether Councillor Holder could provide more details about the flooding in Maitland Place. Councillor Holder explained that a few weeks ago he was contacted by one of the residents in this area reporting that since they had moved in, flooding had taken place in their back garden. He has had a look at the issue and advised that it had been suggested that some of the

surface water management that had been put in by the developers was inappropriate for the geology of the area. Councillor Holder has asked the drainage team at Wiltshire Council to have a look at this, and from their perspective, the land should drain properly based upon the conditions. At his site visit tomorrow he is going to have a look at some of the pipes to see what is there. He understood that some of the pipes did have a hessian covering, which is to stop the pipes from freezing, but this may be preventing the flow of water. Councillor Holder also noted that there was a lot of vegetation at this site, and now Wiltshire Council had taken it over this can be cut back but it needed to be a balance so that enough is left to absorb the water so that it doesn't cause an issue to the neighbouring properties.

Councillor Holder confirmed that he was not aware of any properties that had been flooded in Bowerhill. He had visited Kittyhawk Close last week with Wiltshire Council Streetscene and the Drainage Department, and it appears that the grips are working well. Residents in the area had not reported any problems.

The council reconvened.

321/24 Public Participation:

There were no members of the public present.

322/24 Declarations of Interests:

Councillor Glover declared an interest in agenda item 10e regarding a bench donation as the requestee was his daughter's father-in-law.

323/24 Dispensation Requests:

None.

324/24 Items to be Held in Closed Session:

The Clerk explained that there were no confidential notes that accompanied the Planning Committee minutes of 25th November. The Clerk explained that 12b was an update on the recent severe weather and reminded members not to name specific house numbers or resident's names in the public domain. The Clerk advised that within the Planning Committee minutes there were details about a number of businesses requiring additional employment space. She reminded members that due to the commercial sensitivity, the names of the businesses needed to stay confidential.

325/24 a) Minutes of the Full Council Meeting held on 11th November 2024:

Resolved: The Minutes of the Full Council Meeting held on Monday 11th November 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following amendment:

Page 1: Councillor Shea Simonds was included in the Councillors present at the meeting; however, he had given his apologies, so his name needed to be removed. Councillor Richardson attended the meeting but had not been included in the list of attendees, so this needed to be added.

326/24 Planning:

a) Planning Committee Minutes of 25th November 2024:

Resolved: The Minutes of the Planning Committee Meeting held on Monday 25th November 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendment:

Page 1: Date of meeting to be changed from 26th November to 25th November.

Page 12 (Min.314/24b): It was felt that the last sentence which stated “Members disputed this as they have never seen any sheep on this site” needed to be moved up by two rows in order for the paragraph to read correctly.

b) Confidential Notes to accompany the Planning Committee minutes of 25th November 2024:

The Clerk advised that there were no confidential notes to accompany the Planning Committee minutes of 25th November 2024.

c) Planning Committee recommendations of 25th November 2024:

The Clerk explained that she has received a recommendation from Place Studio, the Neighbourhood Plan consultants, to change the emphasis of the comments that are to be submitted for the Land off Corsham Road, Whitley, Melksham (Middle Farm) planning application. It was noted that the council had approved the minutes as a true record of the meeting, which is correct. Members were aware that the comments made on this application at the Planning Committee meeting was not a recommendation in the minutes, as the Planning Committee has delegated powers to submit planning comments on the council's behalf. This updated information from the consultants was something the council needed to consider before submitting the comments for this application.

The Clerk had highlighted in the comments the suggested changes that needed to be made. It was noted that within this site allocation in the Melksham Neighbourhood Plan, there was a specific policy relating to appropriate flood mitigation measures to prevent any increase in flooding to the site or the village, which the council wished to include in their comments. One of the questions the Clerk had was whether the properties that had been flooded south of the site should be named in the comments for clarification. She had contacted the owners of the properties to ask for their permission and was waiting to hear back.

Members did not feel that the properties should be named in the comments and instead they should state “two properties on the eastern side of Corsham Road”.

Councillor Glover reported that with regard to the street trading application for the takeaway van on Westinghouse Way, the local youth organisations and Wiltshire Councillor Holder have also objected to this application.

Councillor Glover advised that with regard to the lack of employment land discussed at the planning meeting, a local business has contacted Brian Mathew MP to raise the issue with him too. It was noted that in the letter to the MP it detailed that there was 5 acres of employment land for Melksham allocated in the Wiltshire Local Plan; however, it was 5 hectares, not acres. It was felt that the parish council should inform the business.

Resolved 1: The recommendations contained in the Planning Committee minutes of 25th November 2024, were formally approved.

Resolved 2: The council approve the amendments made to the planning comments for Land off Corsham Road, Whitley, Melksham (PL/2024/09725) as suggested by Place Studio. The council should not name the properties who have been flooded near to the site in the comments and include the clause as detailed above.

327/24 Finance:

a) Receipts & Payments reports for November:

Members noted the receipts and payment reports for November.

b) Cheque signatories/online authority for November payments:

Resolved: For Councillor Wood and Councillor Doel to be signatories for December's payments.

c) Bank Account and Fund Transfers:

Councillor Glover advised that there was currently £32,964.72 held in the Unity Trust Bank Current account, and it was estimated that £40,000 would be required for the December payment run, plus a £5,000 buffer in the account. It was noted that the next Full Council meeting wasn't until 20th January, which had been considered with this calculation. This means that £12,000 will need to be transferred from the CCLA Public Sector Deposit Fund account to the Unity Trust Bank Current Account. The form for this transfer will need to be signed by two finance committee members at this evening's meeting so that the funds can be transferred into the account prior to the payment run. This will leave £577,000 in the CCLA Public Sector Deposit Fund account. It was noted that there was £5,427.08 in the Lloyds Account; therefore, no funds needed to be moved in or out of the account.

Resolved: The council approve moving £12,000 from the CCLA Public Sector Deposit Fund to the Unity Trust Bank Current Account.

d) Lloyds Treasurer's Account Charges:

The Clerk explained that the council had recently received notification from Lloyds Bank advising that from the 14th January 2025, they will be changing the council's Treasurer's account to a Business Account. As a consequence, the council will be charged an account maintenance fee and for day-to-day banking services such as cheque and cash payments. The account maintenance fee will be £8.50 per month, and to pay in cheques there will be a £1.00 charge; for cash being paid in, there will be a £1.50 charge for every £100. The Clerk had estimated that it would cost around £150 per year to run the account. Councillor Glover reported that there were pros and cons to keeping the account open. It was noted that Lloyds Bank had closed down in Melksham and therefore cheques and cash have to be paid in at the post office, although the council receives minimal cash and cheque payments. The council no longer needs to spread their risk as they are not covered by the FSCS (Financial Services Compensation Scheme); however, there has been an occasion where an organisation was unable to pay into Unity Trust Bank and consequently paid into Lloyds Bank. There are also historic payments that are set up on this account, such as direct debits and income from Wiltshire Council, so if the council decided to close this account, this would need to be changed. It was highlighted that once per year the parish council hands out grant cheques at their annual parish meeting and would not be able to do this from the Unity Account.

Discussions took place as to whether the council should continue with the Lloyds account or whether it could now be closed. It was noted that the council was making interest on other accounts that they hold, so this would cover these additional costs. It was felt that for now the council should continue with the account; however, officers should explore other options to see whether another current account could be opened that did not have charges associated with them to run the account.

Resolved: The council continue with the Lloyds Current Account at this juncture but explore other options to ascertain whether there is another account available that did not have charges to run the account associated with them.

e) Draft Tax Base for Precept setting for 2025/26:

Councillor Glover reported that the council had received their draft tax base figure for 2025/26, which was 2980.90. The Clerk explained for new members of the council that the tax base figure is the equivalent of band D properties in the parish, which is the average household. There are, however, discounts for properties that have single occupancy and if people have a council tax discount, for example. It is not wholly based on the number of dwellings or people, as there are other factors that are also taken into account.

Members noted the tax base figure.

f) Sandridge Solar farm community benefit contribution for 2024/25:

Councillor Glover reported that the Sandridge Solar Farm contribution for 2024/25 was £18,021.33, which had now been received in the bank. It was noted that this is a

small increase on the last financial year. The Clerk explained that officers had tried to get this amount increased as the development at Pathfinder Place was within the radius of the solar farm; however, they will only recalculate the number of houses if there is a Community Governance boundary review. Secondly, the Clerk had chased the solar farm owners on whether they will be extending the community benefit from 25 years to 40 years following their planning application to extend the operational life of the farm. It was noted that the parish council has been trying for a year to get a response from the solar farm on this matter. It was felt that this information should be sent to the Melksham News due to the length of time the parish council has been waiting for a response.

Resolved: The council to make the Melksham News aware that the parish council have been trying to get a reply from the Sandridge Solar Farm for a year without success on whether they will be extending their community benefit to 40 years following their planning application.

g) Funding requests from Melksham Town Council for 2025/26 financial year:

Councillor Glover explained that the parish council had received some funding requests from Melksham Town Council to contribute towards some community events in the 2025/26 financial year, which were as follows:

- VE Day Celebrations – 8th May
- Park Yoga sessions May – Sept
- Holiday Activities in King George Park
- Proms in the Park
- Remembrance Day Commemorations
- Christmas Lights Switch-On

It was noted that at present the parish council has only received limited information on these events. Members questioned whether Melksham Town Council had contacted the neighbouring parishes for contributions towards these events, as residents from other parishes may well also attend. Members felt that they may potentially support some of the above activities but not all of them, as some of these activities clashed with the activities that the parish council already supported around the parish. Additionally, it was noted that the council already hosted holiday football activities at the Bowerhill Sports Field, which was a parish council facility. Members also felt uncomfortable about contributing towards free park yoga, as there were already commercial businesses doing this in the Melksham area. Councillor Harris queried whether this request would come under grant applications. It was noted that the parish council had previously provided grant funding towards the Christmas lights as well as towards the Food and River Festival, Carnival, Party in the Park, etc. Furthermore, it was felt that some of these requests were town activities and should be something that the town provides, not for the parish council to contribute to.

After a discussion, members felt that they needed more information in order to make an informed decision about the requests. In particular, more details about what they are proposing and a breakdown of overall costs expected for each event.

Resolved: The parish council are unable to approve any funding towards the above activities at this stage and require more information on each event as detailed above in order to make an informed decision on each request.

h) Contribution towards the Market Place Public Toilets for 2025/26

Councillor Glover reported that a request had been received from Melksham Town Council for the parish council to increase their contribution towards the Market Place Public Toilets for the 2025/26 financial year. It was noted that the parish council currently had a three-year agreement in place with the town council to contribute a flat rate of £5,000 towards the toilets for each year of the agreement. The 2025/26 financial year is the last year of the current agreement, and it was agreed to be reviewed at the end of that period. Councillor Glover explained that the figures being quoted by the town council for the overall cost of the toilets didn't seem to add up. It was also noted that water rates were being included in these figures; however, they are yet to confirm that the toilets had been isolated from the other buildings on the meter, which was an issue previously. Due to the high cost of water bills previously and no explanation as to why this was the case, the parish council has had a concern that the water was also being used to fill up the water bowser to water the plants in the town. Additionally, when the council originally agreed to contribute towards the toilets, it was agreed to hold a meeting every six months to go through the costs; however, this was last held around two years ago. At the time, it was very clear that there were discrepancies with both the electricity charges and water rates without any acceptable explanation. It was noted that with regard to the electricity charges, in certain months of the year the electricity charges doubled for no apparent reason and then reduced back down again in other months. It was noted that the increase in electricity charges was not specific to winter, and in fact some were in the middle of the summer. As no clarification could be provided to the parish council with regard to the increase in charges, it was agreed to provide a flat rate contribution towards this facility without needing to know any further details. In the 2022/23 financial year, the parish recognised that a number of emergency repairs had been undertaken and therefore contributed £6,000 towards the toilets, and the council allowed the town council to keep the rates rebate that had been received in the 2021/22 financial year. It had also been highlighted that the male toilets have been out of order for at least two months and the disabled toilet has also been out of order for several weeks. It was felt that this needed to be identified to the town council as the parish council was still contributing towards this facility.

After a discussion, members felt that as there was already an agreement in place with the town council for the 2025/26 financial year for the Market Place Public Toilets, this should be honoured as agreed. It was also felt that the town council should be reminded that they had not yet advised the parish council on the changes that were necessary to the metering on the electricity and water, which covered other buildings as well.

Resolved: The parish council reject the request from Melksham Town Council to increase the contribution towards the Market Place Public Toilets for the 2025/26 financial year as there is already an agreement in place.

328/24 Asset Management:

a) Grass cutting tender.

i. Working party for matters relating to the grass cutting tender:

It was noted that the closing date for all grass cutting tenders was Friday, 10th January. In order to review tenders prior to the Full Council meeting on 20th January, when the budget will be approved, it was suggested that a closed working party could be set up to open and consider the tenders received. It was suggested that this could take place sometime week commencing 13th January, so that a recommendation from the working party can be made to the Full Council for approval. Members considered how many councillors needed to be on the working party, and it was agreed that three would be sufficient along with the Clerk and Finance & Amenities Officer. It was noted that both Councillor Richardson and Councillor Sullivan had procurement experience and Councillor Baines was Chair of the Asset Management Committee; therefore, it was agreed that these members should be on the working party.

It was noted that a working party also needed to be set up to shortlist the applicants that have applied for the Parish Officer job role. This would also need to be week commencing 13th January, and the Clerk suggested this could take place after the tender working party, as both Councillors Sullivan and Baines were on the Staffing Committee. It was agreed that Councillor Shea-Simonds would also form part of the working party.

Resolved 1: The parish council set up a closed grass cutting tender working party week commencing 13th January to review tenders received and make a recommendation to Full Council on 20th January. The working party to be Councillors Sullivan, Richardson and Baines, with the Clerk and Finance & Amenities Officer.

Resolved 2: A working party to be set up to shortlist applicants for the Parish Officer Job role on week commencing 13th January in order to make a recommendation to Full Council on 20th January. The working party to be Councillors Sullivan, Baines and Shea Simonds, with the Clerk.

ii. Amendments made to grass cutting tender since last meeting:

It was noted that at the last Full Council meeting, Councillor Richardson had agreed to have a look over the grass cutting tender as he had procurement experience and had provided officers with some help on some aspects. The Clerk advised that some amendments had been made in the tender since the last meeting, which had been highlighted

to members in their agenda packs. The Clerk informed members that an additional bin at Hornchurch Road Play Area needed to be added to the specification, meaning that three would now be emptied at this location. Officers had also implemented some standard terms and conditions that had come from another council; however, the Clerk queried with members what the minimum level of cover for public liability insurance they wished to request was. In the current terms and conditions, it stated a minimum of £10,000,000; however, the council only currently asks for £5,000,000. It was agreed that the minimum level of public liability insurance a contractor should have is £5,000,000.

Councillor Glover highlighted that officers wanted to check with members that they were happy with the clause implemented regarding dispute resolution, as this had been added since the last meeting. Officers had edited the clause a little bit to be more in line with the structure of this parish council; however, they wondered whether it was appropriate for this level of contract. It was noted that included in part of the clause was for an independent mediator to be appointed if the dispute is not resolved in a specified allotted time. Councillor Richardson agreed that the clause may need editing a bit, but it was drafted as a staged approach and only goes up to a formal stage in the event that, after a period of time, the matter is still unresolved. He agreed that he could talk to officers outside of the meeting to ensure that it is appropriate. Members agreed with this way forward.

Resolved 1: The parish council reduce the level of public liability insurance required in the grass cutting contract to a minimum of £5,000,000 and increase the number of bins that are required to be emptied at Hornchurch Road to three.

Resolved 2: The council approve the dispute resolution clause in the contract pending minor wording amendments made by Councillor Richardson to ensure that it is appropriate for this council.

iii. **Scoring matrix for evaluating tenders:**

The Clerk explained that in terms of evaluating tenders, she had included three examples in the agenda pack; it was noted that the example included in the contract document was suggested by Councillor Richardson. Members agreed that this example was the most appropriate; however, felt that the weighing for each section should be reviewed. It was noted that this evaluation criteria was based on price, experience, references, and compliance with the tender document. After a discussion, the following weighting was agreed upon:

- Price 30%
- Experience 30%

- References 20%
- Compliance 20%

It was noted that the second example provided information on how to score each section which should be implemented with the above evaluation criteria.

Resolved: To evaluate each tender submitted for the grass cutting and bin emptying contract as detailed above.

b) Increase in charges for waste contract:

The Clerk reported that the council had received some correspondence from Grist Environmental, the current pavilion commercial waste contractors, informing that from 1st December 2024 their services will be increasing by 7.5%. It was noted that Energy Recovery costs will increase significantly in April 2025 and as such, there will be a price review in April 2025 as well. It was queried whether the council was in a fixed contract or a rolling contract, which the Clerk agreed to double-check. It was noted that if the council were currently in a fixed contract, the contractor would not be able to increase the charges for the length of the term.

Members noted the increase.

Resolved: The Clerk double check the current waste contract to ensure that the contractor is entitled to increase the charges.

c) Cover for weekly visual play area and allotment inspections over the Christmas period whilst staff on leave:

The Clerk explained that during the Christmas period, councillors have previously kindly offered to undertake a visual check of the play areas and allotments whilst the staff are on leave. It was noted that the staff would be on leave from week commencing 23rd December until the 6th January, so the play areas would need to be covered during this time. The following councillors offered to undertake the checks on the play areas and allotments as detailed below:

Area	Councillor
Bowerhill Playing Field and basketball court	Councillor Harris
Kestrel Court Play area, Bowerhill	Councillor Glover
Hornchurch Road MUGA/basketball court, Bowerhill and play area	Councillor Pafford
Berryfield Play area, teen shelter and MUGA	Councillor Wood
Shaw Play area and MUGA	Councillor Richardson
Beanacre Play area	Councillor Richardson

Berryfield Allotments	Councillor Franks
Briansfield Allotments	Councillor Franks
Whitworth Play Area at Bowood View	Councillor Holt
Davey at Pathfinder Place –it adopted before Christmas – TBC	Councillor Harris
Bowerhill Sports Pavilion – fire alarm checks and weekly water flush	Teresa Strange

The Clerk explained to members that this was just a visual inspection to check that there isn't any glass, needles, or vandalised equipment that would pose a health and safety risk. Members were reminded to email the Clerk once the check had been completed with a date and time for the council's records.

d) Request from resident to purchase land at Berryfield Park:

The Clerk explained that she had been contacted by a resident of Berryfield Park who would like a small piece of land near the Berryfield Play Area to extend their garden. It was noted that for many years this resident has been in contact with Wiltshire Council with regard to this land, but now it had recently been transferred to the parish council, wished to enquire whether the council would consider selling a small piece of land. The Clerk had included in the agenda packs a map showing the location of where the resident resided to give members an idea of which part of the land they were interested in. The Clerk at this time was unsure about how much land the resident wished for. The Clerk explained that before she did any more investigation, she wanted to ask members whether they would be interested in this, in principle. It was noted that the land in question was between the play area and the old village hall. Members felt that they needed to ascertain what the conditions of the land transfer were and whether there were any restrictions detailed in there that prohibited the council from selling parts of the land.

After a discussion, members agreed in principle to investigate this request further.

Resolved: The Clerk checks the conditions detailed in the freehold transfer of this land to see whether there are any restrictions on selling part of the land.

e) Request from town resident on donation of bench in parish:

Councillor Glover reported that the council had received an offer of a bench to be located on Woodrow Road near the junction with New Road. The resident had offered to purchase a second-hand bench for £20 and ask the Shed Project volunteer group to install it, as there was already a concrete base in this location. As background information, Councillor Baines explained that some time ago there had been a bench provided at this location by the parish council; however, it was understood that a vehicle had left the road and collided with the bench, damaging it beyond repair. The parish council did intend on replacing it at the time; however, in the meantime, the bus service at this location discontinued, and as such, the parish council considered that a

bench was no longer required. In recent years someone had installed a garden seat on the concrete base; however, over time this had weathered and fell apart. The parish council has more recently received a request from a resident to replace the bench, but at the time this was refused on the grounds that it was near a bend, with vehicles approaching at 60 mph, so it was considered not to be a safe location to encourage people to sit.

It was noted that the parish council does have a bench donation policy; however, it is an expectation for anyone who wishes to make such a donation to provide the funding so that the council can install their standard bench style. The estimated cost of this was around £900, which included the purchase of a bench and the installation. Members felt that due to the safety concerns around siting a bench at this particular location, this request should be refused. In addition, this request was also contrary to the parish council's policy in place.

Resolved: The parish council refuse the donation of a second-hand bench to be installed on Woodrow Road due to the request being contrary to the council's current bench donations policy and the safety concerns around siting a bench at this location as detailed above.

329/24 Highways & Transport:

a) Proposed scheme for double yellow lines on Westinghouse Way, Bowerhill and consider any additions required following recent correspondence:

Councillor Glover explained that the parish council had considered the schemes for double yellow lines on Westinghouse Way back in April, but they have still not been advertised by Wiltshire Council. The reason this had come back onto the agenda was because the Clerk had received some recent correspondence from some businesses on the industrial estate requesting double yellow lines in other areas. It was noted that this item was over the six-month period as per the council's standing orders, so it could be considered again this evening. It was advised that although the agreed scheme has not been advertised yet, the Clerk did have a look at the LHFIG (Local Highways and Footway Improvement Group) minutes, which stated that these schemes would be advertised in late November or early December, so it may be too late to make any more additions. If this is the case, the parish council could include any additions/amendments in their response. It was noted that the current proposed scheme was to put double yellow lines on either side of the Bowerhill Sports Pavilion entrance gate and on both sides of the junction just off of the Westinghouse Way roundabout. There is also a scheme to put double yellow lines around the Westinghouse Way roundabout and in some areas on both the Lancaster and Lysander Roads.

It was explained that in response to the proposal for a takeaway van to be located on Westinghouse Way, a business on Swift Way had suggested that there should be double yellow lines at the junction with Swift Way, as their

vehicles had difficulty getting down Westinghouse Way when vehicles were parked on this junction. It was noted that this was next to the walkway bridge onto the Bowerhill Sports Field, so people commonly park there to access this facility. The Clerk explained that the businesses on Swift Way included Gompels, Knorr Bremse, and a fire engine servicing facility. Members agreed that this request for the Swift Way corners to have double yellow lines should be included in the scheme; if it is too late to make any changes, this should be included in the parish council's response to the consultation.

In addition, the Clerk was contacted by a business owner on Lysander Road who was having difficulty coming out of their business due to cars being parked on both sides of their entrance and obscuring their view as they leave the premise. They had also informed the council that one of their staff members has recently had a car accident when coming out of this site. They had asked whether double yellow lines could be installed on either side of their entrance to enable a safe route out of their premises. Additionally, they had requested for the industrial estate to be a one-way system, which will be considered at the next Highways meeting on 13th January 2025. Members reviewed the current scheme for double yellow lines in conjunction with the location of this business and noted that the double yellow lines proposed were on the same side of the road as this business; therefore, no amendments needed to be made to the scheme.

Resolved 1: The parish council include the request for double yellow lines on the junction with Swift Way in the scheme. If it is too late to make any amendments to the scheme this should be included in the parish council's response to the consultation.

Resolved 2: The parish council make no additions to the proposed scheme following correspondence from a business on Lysander Road for double yellow lines either side of their premises as the current scheme included for double yellow lines to be installed outside of their business.

b) Sealed Traffic Regulation Orders for 40mph speed limit on Eastern Relief Road

Members noted that the traffic regulation order for a 40-mph speed limit on the Eastern Relief Road has now been sealed. The order came into operation today, and the road is now open. It was noted that this road was not in the parish of Melksham Without, but alongside the boundary.

c) Correspondence received from police regarding e-scooters

Following some correspondence with the police regarding e-scooters, they have provided an update with regards to the steps that they are taking. They are targeting areas where they suspect that e-scooters are being used, and they are looking at a Public Spaces Protection Order, which provides more legislation.

Members noted this.

d) Wiltshire Council consultation on Local Transport Plan:

Members noted that Wiltshire Council is holding a consultation on the Local Transport Plan that started on Thursday 28th November and runs until Friday 24th January. Wiltshire Council is also holding two online engagement events during the consultation period on the following dates:

- Tuesday 3rd December 2024, 6-7pm
- Monday 13th January 2025, 6-7pm

The Clerk queried with members on how they wished to compile a response to the consultation. She explained that there was a lot of detail in this consultation with a number of documents that need to be looked at. It was agreed to put together a small working group to compile a draft response to the consultation in order for it to be approved by Full Council on 20th January. The working party to consist of Councillors Glover, Harris, and Baines.

Resolved: To put together a small working party in order to compile a draft response to this consultation for it to be considered at the January Full Council meeting.

e) Installation of Real Time Information in Kestrel Court, Bowerhill bus shelters:

Members were pleased to note that real time information has been installed at the Kestrel Court bus shelters.

f) EV charging survey response under delegated powers:

The Clerk explained that she did submit a response under her delegated powers on the parish council's behalf; however, she was unable to save or print prior to submission. It was noted that there were no real areas in the parish with only on-street parking, and she had contacted all of the community action groups, village halls, churches, and schools to see whether they were interested in being a community EV charging site. Only Shaw Village Hall and St Barnabas Church in Beanacre are interested. It was noted that St Barnabas Church did highlight that their car park gates are locked most of the time and the church has limited visitors.

Members noted this.

330/24 Health and Wellbeing:

a) New health and care facility being built in Trowbridge and way forward with range of health facility issues in Melksham:

It was noted that a new health care facility was being built in Trowbridge with NHS ICB (Integrated Care Board) and Wiltshire Council CIL (Community Infrastructure Levy) funding being used to fund this facility. The Clerk queried whether the council wished to ask questions of Wiltshire Council on how Trowbridge was chosen and whether it was just for the use of residents of Trowbridge or whether Melksham residents can use it too. Members felt that it may strengthen the case for a similar facility in Melksham; however, it was acknowledged that now funding has been used for the Trowbridge facility, any future facility for Melksham may be delayed until there is more funding available. It was noted that there has been a lot of development in Melksham, and as such, Wiltshire Council has received around £5 to £6 million worth of CIL funding from developments in Melksham Without. It was highlighted that CIL funding did not need to be spent in the area that it related to; however, members felt very strongly that it should be used in Melksham, in particular for a new health and care facility like other areas of the county have.

Councillor Glover highlighted that the doctor's surgeries in Melksham were in a PCN (Primary Care Network) with Bradford on Avon. It is understood that the funding within the PCN is going to Bradford on Avon, as their need was considered to be greater, but Melksham could be a PCN in its own right once the population becomes 30,000. This did not mean that Melksham would have its own PCN, but this was the trigger for this to happen. The Clerk advised that in May, at the Area Board meeting, the doctors' surgeries said that they could cope with the new development in Melksham; however, during the Melksham Neighbourhood Plan consultation, a comment was received from one of the doctors who contradicted this.

After a discussion, members felt that Wiltshire Council should be contacted and asked how Trowbridge was chosen for this new facility. It should also be asked when Melksham will be considered for a similar facility. The ICB should be asked the same questions.

Resolved: The parish council contact Wiltshire Council and the ICB and ask how they make the decision on which area gets funding for a new health care facility like Trowbridge and whether Melksham will be considered for a similar facility.

b) Update following severe weather event “Storm Bert”

The Clerk reported that during Storm Bert three properties in the parish had internal property flooding, one in Shaw and two in Woodrow, which all happened on Sunday 24th November. Due to the fantastic efforts of the Shaw and Whitley Flood Wardens, several properties in Whitley avoided internal property flooding.

It was reported that there was no news yet as to whether the Government would be providing funding for those affected by the storm. The Clerk has raised the issue that previously the funding has only been given to residents who have actually flooded, not those who have prevented it with the help of

the Shaw and Whitley Flood Wardens. These residents also need funding so that they are able to purchase their own pumps or install other flood measures.

c) Presentation on cost of Living and Household Support Fund from Wiltshire Council.

The Clerk advised that she had attended the presentation on the cost of Living and Household Support Fund from Wiltshire Council and found lots of useful information. She had anticipated that the slides from the presentation would have been sent through, but to date she has not received them but would forward the presentation on to members once received.

d) Request from the Wiltshire Wildlife Community Energy for the parish council to partner with them on a small energy efficiency measures project

Councillor Glover reported that the council had received a request from the Wiltshire Wildlife Community Energy to partner with the parish council to implement small energy measures into people's homes. It was noted that this organisation runs energy cafés and is finding that some people are interested in these measures but have barriers that prevent them from installing and implementing the measures. They see this as a gap in provision and are looking to partner with an organisation that either has caseworkers visiting homes and seeing a need for these measures or one employing a handyperson with the capacity to help install these measures following a referral. In the correspondence received, this organisation understood that parish councils may employ handypeople, which was why they got in touch.

Members considered this request; however, it was noted that the parish council only employed one part-time Caretaker who would have no capacity to undertake any additional tasks. It was felt that the parish council is unable to support this request. It was highlighted that the SHED project may be able to help with this project, but this group was based in the town. The Clerk confirmed that the request had also gone to the town council, which has an amenities team but was yet to see a reply.

Resolved: The parish council are unable to support this request as there is no capacity for parish council staff to undertake this project.

e) Wessex Water fined following sewage leaks relating to an area in the parish

Members noted that Wessex Water has been fined for sewage leaks at Bowerhill Lodge, causing water to discharge into Clackers Brook and discharging screened sewage, which killed over 2,000 fish.

331/24 Elections:

- a) Date of election 1st May 2025 and date for the pre-election period of heightened sensitivity commencing 11th March 2025.**

Members noted that the date of the election was 1st May 2025 and the date for the pre-election period of heightened sensitivity will start on 11th March 2025.

- b) Date for Annual Parish meeting:**

Councillor Glover advised that, bearing in mind the pre-election period of heightened sensitivity, the council needed to set a date for the annual parish meeting. Currently bearing in mind the council's meeting schedule, both the 3rd and 10th March were available. The Clerk agreed to contact Shaw Village Hall to see whether they now had availability to host this meeting, as in previous years they have been fully booked.

Resolved: The Clerk to contact Shaw Village Hall to see whether they can accommodate the Annual Parish meeting on either the evening of 3rd or 10th March 2025.

- c) “Councillor Corner” articles to the Melksham News:**

Members considered whether it was appropriate to submit “Councillor Corner” articles after the January issue, bearing in mind the May election. It was noted that the articles run through in alphabetical order, and after the January issue, the list restarts again. If the articles continued, it would mean that only some councillors would be able to submit an article before the election, and it was felt to be unfair to the other councillors who were further down the alphabet.

Resolved: The council stop the “Councillor Corner” articles after the January issues and reconsider after the May 25 election whether these articles should be restarted.

- d) Query raised with Wiltshire Council on parish boundary at Eastern Relief Road**

Councillor Glover explained that it was previously understood that the Eastern Relief Road would be the boundary between the parish and town; however, the way the legal order has been drawn is outside of this road, and as such this road is in the town, not the parish.

332/24 Meeting notes from meeting held with Brian Matthew MP and receive update following points raised at meeting.

The Clerk advised that further to the meeting with Brian Mathew MP, she had received some notes from the meeting. Some of the actions from the meeting had been followed up on, such as the impact on the employer national insurance increase. It was noted that Brian Mathew MP has signed a letter calling on the government to reconsider the proposed rise. There was also an update with regard to the progress on Melksham House and when it will open as a special educational

needs school. Although there is no indication of a date yet, in the correspondence it suggests that additional works were taking place in the summer, which suggested that the school wouldn't open until September 2025.

Meeting closed at 21.08 pm

Chairman, 27th January 2024

Date: 02/12/2024

Melksham without Parish Council Current Year

Page: 227

Time: 10:54

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		13,079.30					13,079.30	
V4234-BACS	Banked: 01/11/2024	40.00						
V4234-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 32 on Briansfield
V4235-BACS	Banked: 04/11/2024	69.00						
V4235-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.464- 3rd Nov match
V4236-BACS	Banked: 06/11/2024	40.00						
V4236-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 8B on Berryfield
V4237-BACS	Banked: 11/11/2024	40.00						
V4237-BACS	Future of Football FC	40.00			1210	210	40.00	Inv.467- 11 aside 10th Nov
V4238-BACS	Banked: 11/11/2024	20.00						
V4238-BACS	Allotment Holder	20.00			1320	310	20.00	Rent for Briansfield 1a
V4239-CIL	Banked: 11/11/2024	96,048.36						
V4239-CIL	Wiltshire Council	96,048.36			1420	350	96,048.36	2022/02749 Land @ Semington RD
V4240-BACS	Banked: 11/11/2024	69.00						
V4240-BACS	Pilot FC	69.00			1210	210	69.00	Inv.465-9th Nov Match
V4241-BACS	Banked: 11/11/2024	20.00						
V4241-BACS	Allotment Holder	20.00			1320	310	20.00	Briansfield plot 23a rent
V4242-BACS	Banked: 11/11/2024	69.00						
V4242-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.468- 10th Nov Match
V4243-BACS	Banked: 15/11/2024	40.00						
V4243-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield plot 3b rent
V4245-BACS	Banked: 25/11/2024	40.00						
V4245-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 31 rent
V4246-BACS	Banked: 26/11/2024	80.00						
V4246-BACS	Allotment Holder	80.00			1310	310	80.00	Berryfield plot 14a rent
Total Receipts for Month		96,575.36	0.00	0.00			96,575.36	
Cashbook Totals		109,654.66	0.00	0.00			109,654.66	

Continued on Page 228

Date: 02/12/2024

Melksham without Parish Council Current Year

Page: 228

Time: 10:54

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 8

Payments for Month 8

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>
01/11/2024	ICO	V4231-DD	35.00			4391	120	35.00	Data Protection annual fee
15/11/2024	Daisy (Onebill)	V4232-DD	45.29		7.55	4190	120	37.74	Inv.732-Office line & WiFi
15/11/2024	Daisy (Onebill)	V4233-DD	45.29		7.55	4384	220	37.74	Pavilion line & WiFi
18/11/2024	Unity Bank	V4224-6194	104,000.00				220	104,000.00	Transfer FROM Lloyds to Unity
28/11/2024	Lamplight	V4244-DD	57.00		9.50	4686	170	47.50	Inv.31491-MCS Database Nov 24
Total Payments for Month			104,182.58	0.00	24.60			104,157.98	
Balance Carried Fwd			5,472.08						
Cashbook Totals			109,654.66	0.00	24.60			109,630.06	

Date: 02/12/2024

Melksham without Parish Council Current Year

Page: 234

Time: 10:54

Cashbook 2

User: MR

Unity Bank

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,928.21					6,928.21	
V4228-INTE	Banked: 04/11/2024	1,780.83						
V4228-INTE	CCLA Investment Management Ltd	1,780.83			1080	110	1,780.83	Interest
	Banked: 18/11/2024	104,000.00						
V4224-6194	Current Account & Instant Acc	104,000.00			200		104,000.00	Transfer FROM Lloyds to Unity
V4229-REFU	Banked: 18/11/2024	121.14						
V4229-REFU	Community Heartbeat Trust	121.14			4049	142	121.14	REFUND- child defib pads
V4230-SAND	Banked: 28/11/2024	18,021.33						
V4230-SAND	Sandridge Solar Farm	18,021.33			1140	110	18,021.33	Community benefit 2024/25
Total Receipts for Month		123,923.30	0.00	0.00			123,923.30	
Cashbook Totals		130,851.51	0.00	0.00			130,851.51	

Continued on Page 235

Date: 02/12/2024

Melksham without Parish Council Current Year

Page: 235

Time: 10:54

Cashbook 2

User: MR

Unity Bank

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2024	Grist Environmental	V4226-DD	95.76		15.96	4770	220	79.80	Inv.132-B'hill Waste away
18/11/2024	Lloyds Bank PLC	V4227-DD	211.57		33.71	4680	170	3.00	Land search NHP
						4120	120	3.30	Planning agenda pack
						4175	120	24.97	Adobe Acrobat Pro
						4175	120	88.20	Office 365
						4190	120	36.90	Office phone charges
						4175	120	5.50	Website hosting
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
26/11/2024	Agilico	V4199-BACS	66.27		11.05	4130	120	55.22	Inv.353- Office photocopying
26/11/2024	JH Jones & Sons	V4200-BACS	2,376.56		396.09	4402	320	69.47	Inv.4611- Allotment grass cut
						4400	142	477.98	Inv.4611- Play area grass cut
						4780	142	187.84	Inv.4611-Play Area bin emptyin
						4781	220	91.92	Inv.4611-JSF Bin Emptying
						4401	220	856.84	Inv.4611-JSF Pitch Maintenance
						4409	142	188.65	Inv.4611- Homchurch Grass cut
						4405	220	49.44	Inv.4611- JSF Hedge
						4820	142	37.50	Inv.4611- SHF Grass cutting
						347	0	-37.50	Inv.4611- SHF Grass cutting
						6000	142	37.50	Inv.4611- SHF Grass cutting
						4402	320	20.83	Inv.4611- BSF Hedge
26/11/2024	JH Jones & Sons	V4201-BACS	463.20		77.20	4540	142	386.00	4571-SID Deployment 30/8-27/9
26/11/2024	JH Jones & Sons	V4202-BACS	2,376.56		396.09	4402	320	69.47	Inv. 4525-Allotment grass cut
						4400	142	477.98	Inv. 4525-Play Area grass cut
						4780	142	187.84	Inv. 4525-Play Area bin emptyi
						4781	220	91.92	Inv. 4525-JSF Bin emptying
						4401	220	856.84	Inv. 4525-JSF Pitch Maintenance
						4409	142	188.65	Inv. 4525-Homchurch Grass cut
						4405	220	49.44	Inv. 4525-JSF Hedge
						4820	142	37.50	Inv. 4525-SHF Grass cutting
						347	0	-37.50	Inv. 4525-SHF Grass cutting
						6000	142	37.50	Inv. 4525-SHF Grass cutting
						4402	320	20.83	Inv. 4525-BSF Hedge
26/11/2024	JH Jones & Sons	V4203-BACS	2,502.00		417.00	4740	220	400.00	Inv.4650-Verti Drain pitch 1
						355	0	-400.00	Inv.4650-Verti Drain pitch 1
						6000	220	400.00	Inv.4650-Verti Drain pitch 1
						4740	220	400.00	Inv.4650-Verti Drain pitch 2
						355	0	-400.00	Inv.4650-Verti Drain pitch 2

Continued on Page 236

Date: 02/12/2024

Melksham without Parish Council Current Year

Page: 236

Time: 10:54

Cashbook 2

User: MR

Unity Bank

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	220	400.00	Inv.4650-Verti Drain pitch 2
						4740	220	550.00	Inv.4650-Verti Drain pitch 3&4
						355	0	-550.00	Inv.4650-Verti Drain pitch 3&4
						6000	220	550.00	Inv.4650-Verti Drain pitch 3&4
						4740	220	294.00	Inv.4650-Verti Drain pitch 5&6
						355	0	-294.00	Inv.4650-Verti Drain pitch 5&6
						6000	220	294.00	Inv.4650-Verti Drain pitch 5&6
						4740	220	441.00	Inv.4650-Verti Drain pitch 7,8,9
						355	0	-441.00	Inv.4650-Verti Drain pitch 7,8,9
						6000	220	441.00	Inv.4650-Verti Drain pitch 7,8,9
26/11/2024	Trade UK (Screwfix)	V4204-BACS	39.99			4490	142	39.99	Inv.608-Caretaker work boots
26/11/2024	Trade UK (Screwfix)	V2405-BACS	48.60		8.10	4490	142	40.50	Inv.018-Caretaker items
26/11/2024	Trade UK (Screwfix)	V2406-BACS	24.48		4.08	4576	142	20.40	Inv.989-Items fountain repair
26/11/2024	TDP Ltd	V4207-BACS	490.45		81.74	4590	142	408.71	Inv.265-Bench Kestrel Court P/A
26/11/2024	TDP Ltd	V4208-BACS	506.86		84.47	4590	142	422.39	Inv.467-Memorial bench-SHF
26/11/2024	Woods Business Services	V4209-BACS	95.70		15.95	4150	120	79.75	Inv.283-A4 Copier paper x5
26/11/2024	JH Jones & Sons	V4210-BACS	694.80		115.80	4540	142	579.00	Inv.4665-SID Deploy 11/10-8/11
26/11/2024	Jens Cleaning	V4211-BACS	450.00			4381	220	450.00	Inv.1084-Cleaning Sept&Oct
26/11/2024	Miriam Zaccarelli	V4212-BACS	1,465.00			4680	170	1,465.00	Inv.2405-Additional NHP Resour
26/11/2024	Radcliffe Fire Protection Ltd	V4213-BACS	133.92		22.32	4212	220	111.60	Inv.085-Pavilion PAT Testing
26/11/2024	PCC Melksham Team Ministry	V4214-BACS	5,000.00			4630	170	5,000.00	Contribution 11 Canon Square
26/11/2024	Wiltshire Pension Fund	V4215-BACS	2,223.35			4045	130	1,677.16	Period 8- November 2024
						4000	130	356.38	Period 8- November 2024
						4010	130	189.81	Period 8- November 2024
26/11/2024	Wiltshire Pension Fund	V4216-BACS	169.46			4045	130	130.91	Period 8- November 2024
						4020	130	38.55	Period 8- November 2024
26/11/2024	HM Revenue & Customs	V4217-BACS	3,298.73			4041	130	1,112.65	Period 8- November 2024
						4000	130	767.20	Period 8- November 2024-T
						4000	130	272.32	Period 8- November 2024-NI
						4010	130	406.80	Period 8- November 2024-T
						4010	130	177.96	Period 8- November 2024-NI
						4010	130	89.00	Period 8- November 2024
						4460	142	266.60	Period 8- November 2024
						4800	320	17.00	Period 8- November 2024
						4070	120	30.40	Period 8- November 2024

Continued on Page 237

Date: 02/12/2024

Melksham without Parish Council Current Year

Page: 237

Time: 10:54

Cashbook 2

User: MR

Unity Bank

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	125.00	Period 8- November 2024-T
						4020	130	33.80	Period 8- November 2024-NI
28/11/2024	John Glover	V4222-BACS	45.60			4070	120	45.60	November Chairs Allowance
28/11/2024	CCLA	V4225-TRAN	67,000.00			240		67,000.00	Transfer FROM Unity to CCLA
28/11/2024	Teresa Strange	V4218-BACS			0.88	4000	130		November 2024 Salary
						4155	120	59.55	Biscuits for meetings
						4190	120	4.42	November out of hours mob
28/11/2024	Marianne Rossi	V4219-BACS			2.28	4010	130		November 2024 Salary
						4370	120	6.58	Dishwasher Salt
						4370	120	4.79	Dishwasher Cleaner
						4120	120	3.30	Asset Agenda pack postage
28/11/2024	Terry Cole	V4220-BACS				4370	120	7.50	Bin bags for office
						4480	142		November 2024 Salary
						4050	142	47.50	November Travel Allowance
						4051	142	45.45	Mileage x101
28/11/2024	David Cole	V4221-BACS				4800	320		November 2024 Salary
28/11/2024	Lorraine McRandle	V4223-BACS				4020	130		Back Pay- NJC Increase
30/11/2024	Unity Trust Bank	V4247-SERV	10.80			4140	120	10.80	Service Charge
Total Payments for Month			97,780.83	0.00	1,682.72			96,098.11	
Balance Carried Fwd			33,070.68						
Cashbook Totals			130,851.51	0.00	1,682.72			129,168.79	

Total Salaries
December 24

£7,808.92

Receipts for Month 8			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Payments for Month 8				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 8				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		21,677.95					21,677.95	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		21,677.95	0.00	0.00			21,677.95	

Continued on Page 40

Date: 02/12/2024		Melksham without Parish Council Current Year				Page: 40	
Time: 10:54		Cashbook 4				User: MR	
		Instant Access Unity 20476339				For Month No: 8	
Payments for Month 8		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 8				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>
Balance Brought Fwd :		522,000.00					522,000.00
Banked: 26/11/2024		67,000.00					
V4225-TRAN	Unity Bank	67,000.00			220		67,000.00
							Transfer FROM Unity to CCLA
Total Receipts for Month		67,000.00	0.00	0.00			67,000.00
Cashbook Totals		589,000.00	0.00	0.00			589,000.00

Continued on Page 16

Payments for Month 8					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		589,000.00						
	Cashbook Totals		589,000.00	0.00	0.00			589,000.00	

**MINUTES of the Planning Committee of Melksham Without Parish Council held
on Monday 16th December 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), Peter Richardson, Mark Harris and Martin Franks

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

Wiltshire Councillors Nick Holder (Bowerhill) and Phil Alford (Melksham Without North and Shurnhold)

Two members of the public in person and one remotely via Zoom.

333/24 Welcome, Announcements & Housekeeping:

Councillor Wood welcomed everyone to the meeting. The housekeeping message was read out to those present. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

The Clerk advised that there had been two new planning applications received for large residential development. One for 70 dwellings on land off Woodrow Road and one for 295 dwellings for land off the A3102, which was on land at New Road Farm. Both of these would be considered at the next Planning Committee meeting on Monday 13th January, with the Committee confirming that a bigger venue, to the east of Melksham be booked due to the expected interest from members of the public. The town council were also considering both applications, and that would be on Thursday 9th January when they would also be receiving a presentation from the developers of the ongoing Upside planning application for 100 dwellings.

334/24 Apologies:

The Clerk advised that Councillor Glover was attending a volunteer recognition event and Councillor Franks was in attendance at the meeting as his substitute. The apologies were accepted.

335/24 Declarations of Interest: Councillor Richardson declared an interest in the application for 46 Shaw Hill as he knew the applicant. The Clerk reported for transparency that she knew the applicant for the Boundary Farm application. It was noted that these were not pecuniary interests.

336/24 Dispensation Requests for this Meeting: None

337/24 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.

338/24 To consider holding items in Closed Session due to confidential nature:

It was felt that agenda item 13 relating to employment sites should be held in closed session because it was detailing future plans for local employers which may be commercially sensitive.

Resolved: Agenda item 13 be held in closed session for the reasons detailed above.

339/24 Public Participation:

A resident of Semington Road spoke to the planning application for 489A Semington Road and felt strongly that the applicant should not be able to extend the scope retrospectively for use of the garage as temporary residential accommodation with a site office and welfare facilities. He felt that the scope would slip again in the future and be an application for permanent residential use; especially as already being used as such. He felt that nothing had changed since the original application for a garage with a condition stating it could not be used for residential accommodation. He also queried the 3-year requirement to cover the building of the adjacent houses that had not been worked on for years, and the need for a single storey extension as he did not believe either was required.

The resident also wanted to find out more about the operation and potential for any emissions and traffic issues from the proposed Pet Crematorium at Boundary Farm.

Wiltshire Councillor Phil Alford explained that he had spoken to the applicant for the application for the siting of a shunt reactor at the Melksham Substation in Westlands Lane and it was not related to any proposals for the potential Lime Down Solar project. The shunt reactor is to be installed to regulate the electricity and related to the burying of new, more efficient cables for the AONB in Wessex Downs. They were also working on another project to replace conductors and link to the Bramley substation.

With regards to the recent Middle Farm (land at Corsham Road) application which is a site allocation in the adopted Melksham Neighbourhood Plan 1 and submission version of the reviewed Melksham Neighbourhood Plan 2, Councillor Alford has called it in for a Committee decision but will withdraw it if the conditions requested by the Parish Council are incorporated into the decision.

Wiltshire Councillor Nick Holder was interested in hearing the discussion on the application for Blenheim Park as in his Ward, and also wanted to update further to a Wiltshire Council briefing on the new NPPF (National Planning Policy Framework) changes in relation to the agenda items about the Blackmore Farm application being considered by the Wiltshire Council Strategic Committee in the new year.

The understanding from the recent briefing from the Deputy Prime Minister is that it will be difficult/impossible to call in planning applications for committee decision that are site allocations in adopted Neighbourhood Plans or Local Plans. This is because it's deemed that the site has already been consulted on as part of the plan making process. At present, this is not the case with the Blackmore Farm application for 500 dwellings due to be considered on 23rd January.

The current application for land at Snarlton Farm for 300 dwellings is not a site allocation in either Plan and therefore has been called in for a Committee decision.

The new application for 295 dwellings at New Road Farm is not expected to be a Committee decision, despite its size, as a Local Plan allocation, significant consultation undertaken locally by the developers with the community, 40% affordable housing in line with the Local Plan and adhering to guidance in the Wiltshire Design Guide.

With regard to ongoing issues at Pathfinder Place, in particular the recent flooding issues, a site meeting is being arranged for January to arrange some temporary drainage solutions as the site for the proposed primary school which has been transferred to Wiltshire Council will not have a permanent drainage solution installed until the school built. A temporary drainage solution is therefore being arranged.

The site for 210 houses and 70 bed care home at Land Southwest of Western Way has still not been put out to sale to the open market by the developers following its permission given at Appeal.

Councillor Holder had also got involved with the ongoing planning enforcement issues on Semington Road for the Living Spaces development to the rear of Townsend Farm, although not in his Ward, and had raised with the new Wiltshire Council Chief Executive Officer that any further enforcement action required would be raised directly with her the following day. Councillor Franks confirmed that at present the developers were not using the prohibited access off the A350.

Two residents that had an interest in New Road attended the meeting but did not wish to speak and one resident attending the meeting on Zoom was interested to hear more on the application for Blackmore Farm as a resident of Sandridge Road.

340/24 Planning Applications: The Council considered the following applications and made the following comments:

a) PL/2024/10586: Boundary Farm, 620 Berryfield Lane, Melksham, SN12 6EF.
Construct a small timber building on an existing agricultural yard. Install a steel container, change of use to a sui generis use as a pet crematorium.
Comments: No objections

b) PL/2024/10467: 46, Shaw Hill, Shaw, Melksham, SN12 8EY: Repairs to stone tile roof using existing Cotswold stone tiles on new treated battens on Tri Iso Insulation on existing rafters (retrospective).
Comments: No objections

c) PL/2024/10216: 14-15 Blenheim Park, Bowerhill, Melksham, SN12 6TA.
Change of use from two flats to single dwellings and erection of a proposed rear conservatory. **Comments:** No objections

d) **PL/2024/10025: 486 Semington Road, Melksham, SN12 6DR.** Sub-division of existing house with alterations with porch and rear single storey extension to form 2 dwellings

Comments: No objections

e) **PL/2024/09954: Melksham Substation, Westlands Lane, Beanacre, Melksham, SN12 7QQ.** Expansion of Existing Substation to Allow for the Siting of a New Shunt Reactor

Comments: The parish council have **NO OBJECTIONS** but do make the following points and asks for them to be taken into consideration.

- Please be aware that the Existing Substation and site are on the direct migration route from the Bath and Bradford on Avon SAC to Drews Pond Wood LNR, Devizes – please refer to the Corsham Neighbourhood Plan Batscape Strategy, Page 33 and all the references to direct migration routes. The parish council believes that this should be considered.
<https://www.wiltshire.gov.uk/media/549/Corsham-Batscape-Strategy/pdf/sppnp-corsham-batscape-strategy-reduced.pdf?m=637102851057030000>
- The Great Crested Newt survey is believed to be deficient. The largest pond, one of four, was not surveyed due to a health and safety risk. There are known to be significant reports of great crested newts in that general area, with 60 recorded as part of the evidence surveys for Lime Down Solar
<https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN010168> within 100 metres of the site.
- The Noise report does not address any noise from operation, only from construction. The noise from both construction and operation should be considered carefully, as there have been complaints to the parish council and the Wiltshire Council public protection team from Corsham Road residents, due to the BESS (Battery Energy Storage System) schemes currently being installed and enlarged from both construction and operation – please contact Peter Nobes in Public Protection for more info. 17/0411, 17/04110, 22/02615, 22/02614, PL/2024/01377 and PL/2024/01378 refer.
- The parish council request that any mature trees that have to be removed are replaced with mature trees and not saplings. Please refer to Policy 16 Trees and Hedgerows in adopted Joint Melksham Neighbourhood Plan 1, and Policy 17 Trees and Hedgerows in submission version of Joint Melksham Neighbourhood Plan 2 (currently at Reg 16 27/11/24 -22/01/25)
- **Highways/Construction Traffic:**
 - With 32,400 additional traffic movements this needs careful review, for both Corsham Road and Westlands Lane. Corsham Road with the primary school and peak time traffic congestion and the narrow

Westlands Lane. This includes 500 crane movements, 1,818no. 20-tonne rigid axle tippers, 792no. concrete wagons, 2,400no. 20-tonne flatbed articulated lorries.

- It's noted that the construction period is 90 weeks and that this may coincide with other schemes close by, which could exacerbate highway issues.
 - PL/2024/09725 Land off Corsham Road, Whitely, outline planning application for 22 dwellings with new access off Corsham Road. This is still under consideration and is on the corner of Corsham Road and Westlands Lane.
 - Please see links to the Notice and Indicative Plan for a Temporary Traffic Regulation Order (TTRO) for Westlands Lane, Melksham Without commencing 4th February 2025. Which is for Morrison Energy Services working for National Grid connecting multiple customers generator schemes that will be connected to the Melksham substation for "Melksham Grid Park 4.4 project.

https://api-gb.one.network/downloads/tm/1142/notice-2-sl_cde88c8b2b.pdf

https://api-gb.one.network/downloads/tm/1142/indicative-plan_141127233_3833228_3159da0ffa.pdf

The closure can also be found on one.network here: <https://one.network/?tm=141127233>

- Over the years we have had experienced calls and issues related to traffic not adhering to any Construction Management Plan for access to the National Grid site and the newly, and currently being, installed BESS sites. This application requires a robust and enforceable construction access plan that is closely monitored and enforced. There needs to be signage at the junction of the A350 and Westlands Lane to say that all construction traffic must not use that route, but via Corsham Road and Westlands Lane to avoid the weight limit bridge. In the past, drivers have cited the "apart from access" sign as a means to use the route from the A350; they have also shown paperwork stating access via the A350, and/or their sat nav directing them via the A350. There needs to be signage as vehicles exit the National Grid site to say "no right turn". Deliveries when booked to go to site must inform the drivers to not access via the A350. See photos of lorry grounded on the weight limit bridge on 27th November 24 which blocked the road for some time.

- f) **PL/2024/04753: Land adjacent to 6 Guinea Cottage, Forest Road, Melksham, SN12 7RB.** Erection of new residential farmhouse dwelling. (resubmission of PL/2022/02675)

Comments:

At least 3 of the documents, including the site location plan and the elevations state "The Piggery, Bulkington", we assume that this is an error and the applicants' home address and not the site address, but can this be checked please, as the plans are therefore ambiguous or not applicable.

Despite the documentation dated April 24 stating that the area had not flooded, there have been 3 incidents of internal property flooding of a property in close vicinity, in January, September and November 2024 (but not 40 years before). Water at that stage was substantial in the site area, with anecdotal evidence that it was well past "welly boot" level. This internal property flooding is known to the Drainage team and following Government funding for Storm Henk in January 2024, Atkins, working for Wiltshire Council, visited in late November and are producing a report to inform flood prevention measures. Melksham Without Parish Council are happy to pass on details of that property to the Planning Officer, whilst retaining confidentiality for the homeowners.

Melksham Without Parish Council have **NO OBJECTIONS** to the application so long as the rural agricultural tie is in place, there are no access issues and that adequate flood mitigation measures are put in place.

- g) **PL/2024/09323: 489A Semington Road, Melksham, Wilts, SN12 6DR.**

Retrospective use of building as a site office/store/welfare facilities and residential accommodation for a temporary period of three years by the owner/project manager in connection with the on-going development of the adjacent sites.

Comments: Melksham Without Parish Council **STRONGLY OBJECTS** as it contravenes the planning conditions of the original application for the garage, which is for it to remain as a garage. PL/2021/06824 refers.

Condition 3: The [extension/accommodation] hereby permitted shall not be occupied at any times other than for purposes ancillary to the residential use of the main dwelling and it shall remain within the same planning unit as the main dwelling.

Condition 5: The ground floor garages of the development hereby approved shall be retained as ancillary garages and shall only be used for the storage of motor vehicles and nothing else for the lifetime of the development. REASON: In the interests of ensuring sufficient off street parking is retained on site and that a safe and suitable access is achieved and preserving highway safety.

341/24 Amended Plans/Additional Information: The Council considered the following Revised applications and made the following comments:

- a) **PL/2024/09606: 238 New Road, Melksham, SN12 7QY Proposed garage/store.** **Comments:** No objections

- b) **PL/2023/11188: Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS** Demolition of agricultural buildings and development of up to 500 dwellings, up to 5,000 square metres of employment, land for a primary school, land for mixed use hub, open space.
- i) **Comments:** The parish council still STRONGLY OBJECT to this application due to the health and safety implications of the single access off the A3102. The comments that the parish council have previously submitted over the last year still stand. The parish council supports plan-led development, but feels strongly that this application does not align with the policy in the Local Plan, with only one access, it also notes it's for 75 more dwellings than the policy states.

Relocation of the Employment Land

Concerning the revised plans, the parish council OBJECT to the revision to move the employment land from the North East to the South West. The parish council understand from the Planning Officer that this was done to make the plan more aligned with Policy 18 in the draft Local Plan. On looking at the policy Figure 4.12, that made sense when the access was coming from Eastern Way as directly off the distributor road Eastern Way, straight into the employment area. The parish council OBJECT to the increased traffic for the employment land now accessing the employment land via the A3102, travelling the length of the development on an estate road, past the primary school and the residential development – it is felt that it's very unlikely that those accessing the employment land will all be living on the development and walking to work. This will put more traffic pressure on the single access to the site on the A3102 at peak times, with residents out commuting and workers on the employment site and school attendees coming in to the development at the same time. The parish council suggests that this planning application conflicts with the new NPPF paragraph 115 “b) safe and suitable access to the site can be achieved by all users” and “d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highways safety, can be cost effectively mitigated to an acceptable degree through a vision led approach”.

And feel that 116 applies “Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe....”

Sustainable Transport:

The parish council have previously raised that they wish to see any comments from Active Travel England, as they feel that they put forward constructive comments for the planning application for the adjacent site at Land at Snarlton Farm. These are not available on the online portal for viewing, if they have been received can they be uploaded please, and if not received, can they be chased please to inform this decision making process.

Emergency Access:

The other revision to the plan was to update the emergency access route on the plan, but this is only for emergency vehicles using the pedestrian/cycle

way. If there was an accident/incident/road works on the junction of the A3102 and the development, how would the residents of the 500 houses, the school pupils/staff and those working at the employment land be able to exit or come into the development?

Community Hub:

The land for the community hub looks to be wholly inadequate to provide a building and car park to serve the community of the new development and needs to be much bigger. We are unable to scale off the drawing, is this something that can be provided to the parish council so that they can compare it to the size of the village hall recently built at Berryfield for example? Please note that the parish council do not feel that community use of the primary school is an acceptable solution, this was done with the relatively recently built Forest & Sandridge School with many issues accessing it for community use in practical terms, especially as it's not available during the day. As per the previous comments, the parish council wish to discuss the community hub provision to ensure that a holistic approach is adopted when in consideration with other current planning applications for s106 funding from adjacent sites at Land at Snarlton Farm and Land at New Road Farm. It may be that funding could be secured from the Snarlton Farm application, if Wiltshire Council were minded to approve the application, to fund a larger community hub/centre that could serve both developments. The parish council urge that these options are investigated rather than two community centres being provided on adjacent sites, as well as the one to be built by Melksham Town Council on the Hunters Wood/The Acorns development; leading to an unsustainable proposition.

Further discussions:

This is a large development, bigger than some villages in Wiltshire, and the parish council feel that they have an important part to play in the planning process with their local knowledge. The parish council query if their comments that were submitted to the Local Plan review consultation on this policy have been taken into account. The parish council's route to see what conditions and s106 clauses are being suggested, and to be able to comment on them, is via the Planning Committee as there would be sight of the Officer's Report in the agenda papers. Can you please advise if this will still be the planning decision route following the publication of the latest NPPF; and if not, what mechanism there will be for the parish council to have sight and comment on the decision details proposed. The Melksham Neighbourhood Plan is an important and relevant part of the Development Plan and still valued as such in the newly published NPPF.

- ii) To consider information from Melksham Town Council regarding progress with East of Melksham community centre to inform/updateresponse on that aspect:** The Clerk reported that she

understood that no further progress had been made, and no planning application submitted.

iii) The Committee noted that this application is likely to be considered at the Wiltshire Council's Strategic Planning Committee on Thursday 23rd January 2025 at 10.30am

Resolved: The parish council register the following councillors to speak to this application at the Committee meeting:

- Councillor Richard Wood, Chair of Melksham Without Parish Council Planning Committee
- Councillor John Glover, Chair of Melksham Without Parish Council
- Councillor David Pafford, Chair of Melksham Neighbourhood Plan (and Vice Chair of Melksham Without Parish Council)

342/24 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

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

i) **To consider information from Melksham Town Council regarding progress with East of Melksham community centre to inform/update response on that aspect:** Councillor Harris reported on this item, having attended the recent Town Council meeting when it was discussed, and there had been no further progress made. There was further discussion on the lack of progress and a formal request for an update be requested of the town council.

ii) The Committee noted that this application is likely to be considered at a Wiltshire Council Planning Committee early in the New Year, either 23rd January or 12th February.

Resolved: The parish council register the following councillors to speak to this application at the Committee meeting:

- Councillor Richard Wood, Chair of Melksham Without Parish Council Planning Committee
- Councillor John Glover, Chair of Melksham Without Parish Council
- Councillor David Pafford, Chair of Melksham Neighbourhood Plan (and Vice Chair of Melksham Without Parish Council)

b) Land off Corsham Road, Whitley, Melksham (Planning application

PL/2024/0975) Outline planning application (with access, layout and landscaping to be approved) for up to 22 dwellings, new access off Corsham Road, public open space, drainage and associated works.

The Clerk explained that whilst the Wiltshire Council Drainage team had commented on this application, it had not commented on the Neighbourhood Plan policy points raised by the parish council about wider flood mitigation and would follow up to ensure that they saw the comments made, with a request to endorse them.

Resolved: To council confirm the Clerk's request for the "call in" of the application for a Wiltshire Council planning committee decision, due to the Conditions requested by the parish council.

- c) 52e Chapel Lane, Beanacre (Planning Application PL/2023/05883)** Erection of three dwellings, with access, parking and associated works including landscaping.

The Clerk had drawn to the Drainage team's attention that they had not commented on this application further to the submission of Flood Risk analysis documents, which they had now done, and raised some concerns. Members therefore queried the response as it was "support, with conditions" and asked the Clerk to seek clarification.

- 343/24 To note "next steps" following objections made to Street Trading consent application for Westinghouse Way, Bowerhill, Melksham, SN12 6SP:** To site a 16ft trailer between the times of Monday – Sunday inclusive from 3.30 p.m. – 11.00 p.m for the sale of food.

The Clerk reported that this application had been refused due to the objections received. It was noted that the new NPPF (National Planning Policy Framework) prohibited this type of street trading where young people congregate.

- 344/24 To note decision on Premises Licence Application for the New Inn Public House, Semington Road, Berryfield, Melksham, SN12 6DT:** For ON and OFF Sales of Alcohol.

The Clerk reported that this licence was granted, no objections had been received.

- 345/24 Planning Enforcement:** To note any new planning enforcement queries raised and updates on previous enforcement queries.

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

The Clerk reported that when the members met with the developers a few days ago, they mentioned that the CEMP (Construction & Environmental Management Plan) Version 5 was about to be approved and the condition discharged, however when she asked to see it, she was provided with V6, and there were still omissions and errors which she had asked to be addressed, with the Planning Officer following this up.

At the meeting, the developer explained that they had agreed that a stop notice could be put on them by Wiltshire Council if they did not adhere to the CEMP, which confirmed that this was the first time it had been agreed with Wiltshire Council despite the requests of the parish council for this type of strong enforcement action since early August.

- b) Land East of Semington Road, Melksham (Buckley Gardens)**

The Clerk reported that a resident had reported that were regular instances of the construction work started on site at 7am, earlier than the permitted time and sought confirmation from the members that she should endorse the resident's concerns with Wiltshire Council Enforcement, which they did.

There was also no road signage on the development, despite the recent first occupations, and this did not meet with the planning permission conditions. This had already been raised with the Street Naming officers at Wiltshire Council, who had raised it with the developers. A plan of the new road layout and names had been supplied to the parish council but was not yet in the public domain.

346/24 Planning Policy:

a) To consider submission of the Wiltshire Local Plan to the Secretary of State for Examination

Members noted that Wiltshire Council had announced that on 28th November 2024 they had submitted the draft Local Plan review to the Secretary of State for independent Examination.

Councillor Richardson raised concerns that there was no visibility of the changes made as a result of the wide consultation process. During the process, Members had been informed that the comments submitted were to be packaged and submitted to the Examiner, but were concerned that views had not been taken into account. This was unlike the recent Melksham Neighbourhood Plan review process, which had clearly identified the individual comment, with an individual response as to whether the plan had been changed to reflect the response or not, and why. The press release from Wiltshire Council said “Representations that were made during the Regulation 19 pre-submission consultation, along with a schedule of proposed changes have been submitted alongside the prescribed submission documents.”

Members had not been able to identify similar documentation as to the Neighbourhood Plan process, whilst they could see the comments made, there was no reference to them being considered and the Plan being changed as a consequence of an issue raised. This was concerning as the new NPPF (National Planning Policy Framework) changes mean that applications for developments that are Local Plan allocations could be automatically approved, without going to Committee for decision, as the presumption is made that they have been properly consulted on as part of the Plan making process.

Members shared concerns in their confidence of the Local Plan if views submitted had not been considered, as well as their disappointment and frustration at the amount of time, effort and resources that the parish council, and community groups like CAWS (Community Action: Whitley & Shaw) had spent reading the Local Plan review documentation and responding to the consultation questions which had been very time consuming.

It was noted that the new NPPF says:

16c “Plans should be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees”

Resolved: To ask Wiltshire Council to clarify if the comments submitted to the Local Plan consultation were considered, and if so, to point the parish council to the evidence of that consideration and the changes made to the Plan as a result. Reassurance is sought that the Local Plan has been shaped as per the NPPF 16c requirement.

b) To consider any update expected from the Government on proposed changes to the NPPF (National Planning Policy Framework)

The new NPPF was issued on 12th December 2024. It was still very early days, and the Clerk commented that professional bodies would hopefully be providing an analysis of key points at some stage. From an initial quick look the relevant key points were:

- A 5-year land supply figure is restored, with a 5% buffer, but 20% if the local authority cannot demonstrate that they have met 80% of the target over the last 3 years, which would effectively give a 6-year land supply requirement; of the new housing target. In addition, it confirmed that applications with outline permission count towards the land supply figure, which had been called into query by Barristers at recent Appeal hearings. It also stated that the land supply figure was the annual published figure by the local authority.
- Paragraph 14 protection remains for Neighbourhood Plans within 5 years of being made, but if the applicant can demonstrate that the benefit of conflicting the Neighbourhood Plan policy outweighs the harm caused, then it can be approved; this is likely to be a decision made at Appeal as based on opinion.
- If a Plan is submitted before mid-March 2025 then it will be considered against the previous NPPF, this means that the review of the Melksham Neighbourhood Plan meets these transitional arrangements as submitted on 10th November; as well as the Local Plan submitted on 28th November.

Resolved: To ask Wiltshire Council what they have calculated the shortfall over the last 3 years to be, to give a guide to the buffer being applied to the 5-year land supply.

c) Melksham Neighbourhood Plan review: The Clerk reported that details of suitable Examiners would follow shortly, for a decision to be made. An update on progress with local neighbourhood plans at Calne, Semington and Westbury was shared.

347/24C To consider update regarding lack of employment space and consider any parish council actions

This item was held in closed session, but with Wiltshire Councillor Mike Sankey to remain in the meeting in his role as Wiltshire Councillor.

Members confirmed that they still wished the parish council to raise concerns with Wiltshire Council on the lack of employment land allocated in the Local Plan in Melksham. 5 hectares had been identified at Bowerhill, which Wiltshire Council owned and were progressing for their own use. 5 hectares had been allocated in the Local Plan on the Blackmore Farm site allocation (Policy 18) but the application for that site was for offices, not industrial use, meaning that there was no identified new land for industrial use in the Melksham area despite the requirements.

348/24 S106 Agreements and Developer meetings: (Standing Item)

a) Updates on ongoing and new S106 Agreements

- i) **Pathfinder Place:** The Clerk had reviewed the triggers in the s106 agreement and noted that the £58,000 (index linked) for the Davey Play area was payable to the parish council on transfer of the play area, which should have been at 90% occupation, with the site currently 100% occupied which Wiltshire Council had confirmed. This was being followed up, as the occupation trigger point had passed; along with chasing the identified work that needed doing on the play area before transfer.

Members noted the Wiltshire Council Briefing Note regarding footpath through to Burnet Close.

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

The Clerk had reviewed the triggers in the s106 agreement and had followed up the public art payment of £49,061.94 which Wiltshire Council had actually received on 13th October 2023. The Clerk had explained to the Public Art Lead that the parish council would like to be involved with the public art scheme and it was agreed that someone would be in touch in due course, as a new part time member of staff to work on such schemes was being recruited in the new year.

The Clerk listed the items that should have been in place before occupation, with about 9 dwellings occupied already. Anecdotal evidence from the Sales Office was that it was mainly people from Melksham that were moving in.

- iii) Members noted the temporary closure of the Right of Way for construction works of new footpath to the rear of Melksham Oak school. Other members raised that the existing traffic islands did not line up with the Right of Way and Wiltshire Councillor Mike Sankey reported that the Town Council were raising a LHFIG (Local Highways & Footway Improvement Group) request to get them aligned.

b) Contact with developers: Land to rear of Townsend Farm for 50 dwellings (PL/2023/00808)

Members of the Planning Committee met with Luke Webb of Living Spaces on Thursday 12th December. They discussed the current planning enforcement issues, as detailed in Min. 345/24.

They also requested the change of location of the bus stop as detailed in the s106 agreement with the developer confirming that this was not an issue as long as money had not been spent on technical work to date. Which was frustrating as the parish council first raised this in July.

Meeting closed at 9:21 pm

Chairman, 27th January 2025

**MINUTES of the Planning Committee of Melksham Without Parish Council held
on Monday 13th January 2025 at Forest & Sandridge Primary School,
Cranesbill Road, Melksham, SN12 7GN at 7:00pm**

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

Officers: Marianne Rossi (Finance & Amenities Officer).

Miriam Zaccarelli (Officer support)

Wiltshire Councillors Phil Alford (Melksham Without North and Shurnhold) and Nick Holder (Bowerhill- from 7.45pm)

366/24 Welcome & Housekeeping:

Councillor Wood welcomed everyone to the meeting. As this was a new meeting venue, he explained the evacuation procedure in the event of a fire. The housekeeping message in relation to the Zoom chat feature was read out. Everyone present was made aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

Councillor Wood advised that the Clerk was not at the meeting due to a personal matter.

367/24 Apologies:

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

It was noted that as Councillor Chivers had resigned from the parish council, Councillor Franks was no longer a substitute on the Planning Committee. Although Councillor Franks was present at the meeting, he understood that he would not be able to vote on any matters.

368/24 Declarations of Interest: None

369/24 Dispensation Requests for this Meeting: None

370/24 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.

371/24 To consider holding items in Closed Session due to confidential nature:
There were no confidential matters that needed to go into closed session.

372/24 Public Participation:

There were 11 members of the public present at the meeting and two members of the public on Zoom. Councillor Wood explained the procedure for public participation.

Wiltshire Councillor Alford wished to speak on the application for land off Woodrow Road. He advised that as the Wiltshire Councillor for the area where this application was located, he had “called it in” to the Wiltshire Council Planning Committee for a decision. He wished to draw members' attention to the response from the Wiltshire Council Sustainable Transport department, which he thought was quite damning, relating to a number of concerns about this development. Councillor Alford has raised a number of concerns with planning officers, which are as follows:

- The proposed site access is opposite the existing right of way coming from Savernake Avenue onto Woodrow Road. There is no footpath on this side of the road, meaning that people coming out of this right of way opposite the site access would have to cross over the road opposite the junction in order to access a footpath. In addition, the absence of a footpath on the opposite side of the road to the proposal would mean that residents would have to cross over the road to access a footpath and would be in direct contact with vehicles turning in and out of the development.
- There is only one access point into the development.
- This site is not allocated in the existing Wiltshire Local Plan, nor is it allocated in the draft Local Plan, which is currently with the planning inspector.

Councillor Alford also wished to give an update on the status of the draft Wiltshire Local Plan; as stated above, it is currently with the planning inspector, and Wiltshire Council is estimating that they will be in a position to adopt it around September time.

It was noted that the two members of the public on Zoom did not wish to speak.

Councillor Wood asked whether any members of the public wished to speak on proposals for the Land off Woodrow Road application.

Resident 1:

Resident 1 explained that they were a resident of Woodrow Road and lived close to the proposed development. They had submitted comments to Wiltshire Council against the travel plan on this proposal. In particular, they raised the following:

- There is no mention of the Sustrans National Cycle Route, which Woodrow Road is part of. This is route 403 from Semington to Marlborough with many cyclists up and down the route.
- There are a number of horse stables on Lower Woodrow Road which has not been mentioned in the travel plan.

Resident 1 explained that there were a number of other comments submitted to Wiltshire Council in relation to the missing information from the travel plan.

Resident 2:

Resident 2 explained that they were in attendance at the meeting in relation to the Woodrow Road application but felt that their comments related to the proposal for the A3102 application as well.

- All the development is on the east side of town, and there are concerns about traffic management. Everything will be going down New Road and out towards Lacock, which the resident felt had not been adequately considered within these proposals.

Councillor Wood asked whether any members of the public wished to speak on proposals for the Land north of the A3102 application.

Resident 3:

Resident 3 explained that they had attended the Melksham Town Council meeting to listen to discussions in relation to the Woodrow Road and A3102 New Road Farm applications. All of the objections about the Woodrow development in terms of sustainable development, impact on traffic, the environment, and the capacity of the local infrastructure apply to the A3102 application. The only material difference that they could see between the applications was that one was allocated in the Wiltshire Local Plan, and the other one isn't. Other than that, all of the other issues still apply, and until they can be mitigated to lessen the impact, this application should be objected to.

It was noted that Melksham Town Councillor Ellis was in attendance at the meeting to listen to discussions on the A3102 New Road Farm application to ensure that both the town and parish councils' comments relating to the application align with each other.

Resident 4:

A town resident was in attendance at the meeting and wished to speak on the proposal for the A3102 New Road Farm application. They explained that they had looked at the flood maps, in particular with regard to Linnet Lane, which is opposite the development. Linnet Lane is identified on flood plans as high risk for surface water flooding. He explained that looking at the flood plans, it identified that part of the road from Eastern Way towards New Road Farm had a high flood risk for surface water flooding.

The resident felt that the idea of having a nursery within the development was good; however, felt that with a building of that size it may increase the risk of surface water flooding happening in that area due to the flood risk identified on the mapping. They felt that it would probably be better for a building of that size to be further inside of the development.

373/24 Planning Applications: The Council considered the following applications and made the following comments:

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

Councillor Baines explained that this was a speculative development proposal. It is not in the current or upcoming Wiltshire Local Plan, nor is it in the adopted Joint Melksham Neighbourhood Plan 1 or the reviewed submission version Joint Melksham Neighbourhood Plan 2, which is out for consultation at Regulation 16. He feels that there are many reasons why the original refusal should be repeated.

- The width of Woodrow Road at the point of the proposed junction is 5 meters, with the estate road into the site being 5.5 meters wide. A swept path analysis has been undertaken for refuse vehicles, which demonstrates that this access is impossible without vehicles making the manoeuvre before it gets to the give way line, which poses a highway risk. If this proposal did go ahead, it would be very difficult for construction traffic to use an entrance off of a 5-meter-wide road. When the farmer attends the land to harvest their crop, they adopt a one-way system and then take the loaded trailers down Lower Woodrow Road and along New Road because they are unable to negotiate the route into town. This was due to the narrowness of the road and constantly parked vehicles making it impossible. He questioned how the developer would be able to construct 70 dwellings on this land with the current access..
- There are a number of services that would have to either be relocated or protected in order to create the access. Notably, a foul sewer that serves eight properties in the parish which runs diagonally across the entrance land. There is also BT infrastructure, cable communication infrastructure, a highway gully, a highway surface water carrier drain, and a gas main, which all would either need to be relocated or protected. There is also a connecting electricity cable from the substation to the overhead line that runs the length of Woodrow Road.
- Having lived opposite this site for many decades, it has never been as waterlogged as it is now. Councillor Baines provided an example of this in the fact that the farmer had harvested last summer's crop, ploughed the land, and rotavated it, but when they came back to reseed the land, they immediately got stuck, which has resulted in the land still not being seeded due to it being extremely wet for the farmer to get onto the land at this present time. There is a suggestion from the developer that in relation to site drainage, highway soakaways will be adopted by Wiltshire Council. Councillor Baines explained that the water does not soak away and in fact stands on the land continuously. Furthermore, introducing surface water drainage on this land will increase the

runoff into an abandoned waterway, which is where the developers have proposed for the water to go. It is felt that this will create flooding elsewhere in the area.

- Within the transport assessment there are a number of errors, most notably the suggestion that the 271-bus service goes from Church Lane through to Devizes, which is not the case. This bus service operates between Bowerhill and Bath, except for two evening services that run through to Devizes.
- There is a suggestion that there will be a pedestrian link into the Forest estate through to Methuen Avenue. The documentation also talks about the existing rights of way, MELK5 and MELW66, as Hardie Walk, which is completely incorrect. Hardie Walk resides between Spa Road and Shelley Gardens, which is right at the other end of town, nowhere near this proposed development.
- The travel plan also has inaccuracies; for example, in the introduction it details that the development would have 'up to 70 properties but then references 'up to 80 properties,' so this is contradictory. There are a number of other errors in the document, which casts doubt over the accuracy of the details provided. He had noted that in the comments submitted by Active Travel, they had identified all the deficiencies from a transport point of view on this proposal, which he endorsed.
- He highlighted that a lot of the information that has been provided in this application is from the previous refused application submitted in 2016

As a result, like with the original application, which was refused, he felt that the parish council should strongly object to this application.

Councillor Pafford agreed with the points raised and explained that this application was an opportunistic application. He has identified this in the introduction of the documentation, where the developers have detailed that they are making this application because Wiltshire Council is unable to demonstrate that they have a four-year housing land supply. It also detailed that the emerging Local Plan and Joint Melksham Neighbourhood Plan 2 had no weight due to them not being submitted. This is no longer the case, with both being submitted to their next stages before Christmas and prior to the update of the NPPF (National Planning Policy Framework). In the NPPF it makes it clear that the Local Plan and Neighbourhood Plan processes are fully valid, and therefore, they carry considerable weight. In the proposals, the developers state that there is a shortfall of houses in Wiltshire, but this is not the case in Melksham. In fact, the housing numbers identified in the Local Plan and Neighbourhood Plan are more than sufficient to meet the requirements that Wiltshire Council needs to meet. While he appreciates that there needs to be more, this needs to be plan-led development, not speculative like this application.

He feels that the traffic issue already highlighted is very important and wishes to highlight that the traffic is likely to go one of two ways: north up Woodrow Road via Lacock, which will increase the level of traffic travelling through Lacock. It should

also be noted that vehicles would have to cross Lacock Bridge, which in wet weather is quite often closed. The other way is south down Forest Road, where there are already existing parking and traffic issues as previously described. To this end it is not a suitable site. He wished to draw members attention to the fact that, according to the plans, the developer details that they are planning to build on approximately a third of the site, so he wished for members to be aware that if this application is not objected to, there will most certainly be another application on this site in the future, which is why this needs to be objected to.

Councillor Glover raised concerns about the fact that there were many inaccuracies and errors in the transport plan that may be carried forward in all of the other documentation submitted. In particular, he was concerned that there were so many mistakes shown in one simple plan, which suggests that the more complicated plans have just as many. Councillor Wood echoed this and advised that the transport plan was a desktop exercise, which doesn't mean that people who have compiled the document have physically attended the area.

Councillor Glover highlighted that in the application the developers refute all requests for contributions and believe that in the instance where this application is approved the parish council should ask for all contributions as asked for previously as nothing has changed. He noted that there has been no request from the NHS for a contribution towards patient care.

Councillor Richardson highlighted that detailed in the trip analysis, it talks about 100,000-plus journeys generated by the development within a year, which is a significantly large amount of additional traffic. In addition, if this proposal went ahead, it would lead to a loss of open countryside and have an impact on the landscape.

Comments: The parish council objects to this application on the following grounds:

- The proposal is speculative development and is contrary to the adopted Wiltshire Core Strategy and the adopted Joint Melksham Neighbourhood Plan as well as the submitted Wiltshire Local Plan and Joint Melksham Neighbourhood Plan 2.
- The development is outside the Settlement Boundary of Melksham & Bowerhill, is development in the open countryside and will have a landscape impact.
- The site has surface water flooding and is waterlogged for large periods of the year with standing water. The proposal to introduce surface water drainage on site will take the runoff into a nonfunctional abandoned watercourse, which will increase the risk of flooding in other areas.
- The site access to the development is inadequate and would make it impossible for the construction vehicles to access, especially as the width of Woodrow Road at the point of the junction is 5 metres with the access road to the site being 5.5 metres in width. The swept path analysis for refuse vehicles proves that vehicles had to start before they reach the Give Way sign.
- There are a number of services that would have to either be relocated or protected in order to create the access. Notably, a foul sewer that serves eight properties in the parish which runs diagonally across the entrance land. There is also BT infrastructure, cable communication infrastructure, a highway gully, a

highway surface water carrier drain, and a gas main, which all would either need to be relocated or protected. There is also a connecting electricity cable from the substation to the overhead line that runs the length of Woodrow Road.

- This proposal will greatly increase the traffic coming in and out of the area. The traffic out of this development is either going to travel north up Woodrow Road via Lacock, in turn creating more traffic through the village of Lacock or south down Forest Road, where there are already existing parking and congestion issues. The route via Lacock goes via a mediaeval bridge that floods and is frequently closed. The trip generator predicts 100,000 journeys generated by the development per year.
- There are a number of errors and inaccuracies detailed in the travel plan; in particular, it mentions the public rights of way MELK5 and MELW66 being Hardie Walk, which is incorrect. In addition, the introduction of the travel plan states that the proposal was for 'up to 80 properties' but then goes on to say 'up to 70 properties' everywhere else, so it is contradictory. The bus route detailed in the documentation is also incorrect as it details that the 271 service runs to Devizes. This bus service operates between Bowerhill and Bath, except for two evening services that run through to Devizes.

Members are concerned about the number of errors noted in the travel plan and question the accuracy of details provided in all of the other documentation submitted as part of this application.

The parish council would like to reiterate the comments they made in 2016 with regard to this planning application which were as follows:

- The width of Woodrow Road at the point of the proposed junction is 5 metres, with a suggestion that the road to the north will be reduced by 0.6m so that visibility splays are obtained. The access road into the site at 5.5 metres wide would therefore be detrimental to highway safety.
- The only footway on Woodrow Road is on the western side and narrows in portions towards the town.
- The footpath from Savernake Avenue means that all residents have to cross the road to get to the side with a pavement to get into town. Some form of crossing will be required.
- There is no kerb on the western side of Woodrow Road to the north, and the narrowing of the road will mean that vehicles are likely to overrun the verges (as they do already).
- There are a lot of equestrian uses near the site and use Woodrow Road.
- Woodrow Road is part of the National Cycle Route 403 which will be more at risk by increased traffic.

- Increased traffic from other east of Melksham developments is already using unsuitable roads (single track New Road and Forest Lane with S bends and through Lacock).
- Woodrow Road has speeding traffic. Metro count from 2010 recorded 85% of traffic travelling at 38mph or below in a 30mph zone.
- The submitted Traffic survey and Traffic Plan include factual errors.
- Concerned about unfenced ponds and the danger to young children
- Foul drainage systems can't cope.
- Play areas have been removed from the proposal

Whilst maintaining their objection to the planning application, if Wiltshire Council are minded to approve the application, then the parish council would like to see the following:

- Adherence to Melksham Neighbourhood Plan policies and emerging Neighbourhood Plan and evidence documents.
- Circular pedestrian routes around the site.
- The Parish Council seek the provision of play equipment above that required by the West Wiltshire District Council saved Policy in the Core Strategy and wish to enter into discussions being the nominated party for any proposed LEAPs (Local Equipped Area of Play)/Play area and seek the following:
 - A maintenance sum in the s106 agreement
 - Safety Surfacing extended beyond the play area fence line (by at least 30 cm) and for the whole area to be surfaced as such, with no joins to prevent future expansion gaps, and no grass that will require maintenance
 - Tarmac paths provided not hoggins.
 - No wooden equipment provided.
 - Dark Green Metal bow top fencing provided.
 - Clean margins around the edges, no planting.
 - Bins provided outside the play area.
 - Easy access provided for maintenance vehicles.
 - Public access gates painted red.
 - No inset symbols provided in the safety surfacing, which should be one solid surface.
- Equipment installed for teenagers such as a teen shelter/MUGA and somewhere to kick a ball around
- Contribution towards playing fields.

- The provision of benches and bins where there are circular pedestrian routes and public open space and the regular emptying of bins to be reflected in any future maintenance contribution.
- Connectivity with existing housing development so not isolated.
- There are practical art contributions Parish Council are involved in public art discussions
- Contribution towards improved bus services, which serve the area.
- Any bus shelters provided should include seats rather than perches, as well as sides and are suitable in providing Real Time Information (RTI) ie access to an electricity supply, WiFi connectivity and are an appropriate height.
- Speed limit within the site is 20mph and self-enforcing.
- Proposed trees are not planted on boundaries of new/existing housing, but further into public open spaces.
- The development is tenant blind.
- If adjacent to existing dwellings the design is such that the layout is garden to existing garden.
- The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
- Contribution to educational and medical facilities within the Melksham area.
- There is visible delineation between pavement and roads so they are easily identifiable.
- The provision of bird, bat and bee bricks, reptile refugia and hibernacula within the development, in order to increase biodiversity.
- Improvements to Rights of Way.
- Provision of allotments with access to parking and water supply.
- Provision of convenience store with free access cash point.
- Ground source heat pumps to be included in proposals.
- To include capacity for hydrogen heating in the future within proposals.
- Provision of solar panels and storage batteries for every house or group of houses/block of flats.
- Inclusion of lifebuoys, noticeboards, and defibrillators. The maintenance of these items to be undertaken by the management company, unless the council decides that they would like to take on the asset.

- b) **[PL/2024/10345](#): Land north of the A3102, Melksham:** The construction of 295 homes; public open space, including formal play space and allotments; sustainable drainage systems; and associated infrastructure; with 0.4ha of land safeguarded for a nursery. The principal point of access is to be provided from a new northern arm on

the existing Eastern Way/A3102 roundabout junction, with a secondary access onto the A3102. Additional access points are proposed for pedestrians and cyclists.
Applicant: Bloor Homes South West.

Councillor Pafford explained that this site is allocated in the Wiltshire Local Plan and therefore is a strategic site that has been selected to provide housing. He suggested that the council needed to ensure that this was the best application that could be achieved to ensure that it was a successful, sustainable, and safe plan. It was noted that this application was for full planning rather than outline planning; therefore, members needed to review the proposals in detail.

Councillor Pafford explained some of the concerns he had in relation to this proposal. Firstly, with regard to access into the site, in the proposals it talks about a secondary vehicular access along the A3102 (Sandridge Common) to the southwest of the site. There were also statements regarding pedestrian and cycle access, and he would like some clarification on this.

Information with regard to travel distances from the site to other amenities was included in the documents. He noted that the developers have stated that the distance from the development and various amenities was walkable, which he disputes. While he acknowledges that in some circumstances people may be able to walk from this development to other amenities, it wasn't practical for people who were carrying bags of shopping or pushing a pushchair along a road where there is only a pathway on one side, for example. A lot of the amenities that have been described in the documentation are far away from the development, for example, the town centre and Melksham Oak Community School. He felt that these were statements that needed to be clarified.

He understands that there is no footway on the north side of Sandridge Road, meaning that pedestrians will come out of the development onto the busy 40 mph road without any crossing. This needed to be addressed in the interest of public safety coming in and out of the development.

Councillor Pafford feels that the only way this development can be sustainable is with the provision of public transport, which in this instance is buses, and feels that there needs to be clarification on the bus routes and whether buses actually turn up to these locations.

Councillor Glover explained that when the parish council met with the developers at the pre-application stage, concerns were raised with regard to the secondary access and the fact that this would become a major access in and out of the development without the implementation of no right/left turns as appropriate. The developers indicated that this access would be emergency access only, which does not appear to be implemented in the plans submitted. Plans also show that there is a bus route off of the roundabout into the development, but there is no turning ability. He advised that normally bus companies like to see a circular route for in and out of the development. He isn't sure there is enough room on the main secondary road to accommodate the bus coming down there.

Councillor Glover raised concerns that the land allocated for a nursery and appropriate parking required was not big enough, especially as children will be attending from all over the parish and town. Equally, within the documentation, it details that if it is not developed or sold on within a year, it will revert back to the owners, who will resubmit another application. He believes that when this has occurred in the past, a five-year requirement (sometimes 5 years from the end of the development) has been placed on the building before it can revert back to the owners. He raised this as a concern, as there wouldn't be any infrastructure in the development within this timeframe for someone to want to purchase/develop it.

Councillor Glover raised concerns that if there were errors and inaccuracies in the travel plan documentation, which is a desktop exercise, there may be errors in the more complicated documentation.

Councillor Baines echoed the concerns raised about the highway aspects. He highlighted some comments made by the Wiltshire Council Highways Officer relating to a pedestrian connection to the adjacent housing, which is insisted upon in the Wiltshire Council Core Strategy. It is felt this needs to be included. This is land subject to surface water flooding with a watercourse running through the middle of the site, which is why there is a sizable gap in the plans to accommodate this. There are issues with the foul drainage in the fact that it will be a pump system to the Bowerhill treatment works, not the Melksham treatment works. The possibility of vehicles exiting the development and making their way north down New Road is a concern, as there is already an excess of rat running between the east of Melksham towards Lacock via unsuitable roads, and any increase in traffic would be detrimental. It is also a national cycle route 403 with many equestrian stables between Melksham and Lacock. He also raised a concern about the lack of connectivity between the A3102 and the east of Melksham development, where there is a right of way, MELK103, although it is currently not usable and wouldn't be advisable for people to use. It was noted that within the proposals it talks about the LEAPs (Local Equipment Area for Play) and LAPs (Local Area for Play) being transferred over to either the management company, town, or parish councils. The parish council normally only takes on the LEAP; however, in these plans it appears that both the LEAP and LAP would come together, which was something that needed to be thought about.

Comments: The parish council recognises that this site has been allocated in the Wiltshire Local Plan and is not against the application in principle but requires clarification on the following issues prior to any approval being given:

- The design and access statement details that there are several bus stops within walking distance of the development. It details an hourly service on route 14 in the travel plan, which is inaccurate as there are only two in the morning. The request stop is correct, but this is only for people wanting to get off the bus. The council would like to see some clarification and evidence that buses serve these locations and that they arrive regularly.

- The plan shows a bus route off of the roundabout going into the development, but there is no circular route. Bus providers like to see a circular route coming in and out of developments; however, there doesn't appear to be enough room on the main secondary road to accommodate a bus travelling down there.
- In the proposal there are details of a secondary access into the site as well as cycling and pedestrian accesses. The parish council is concerned that this secondary access will become a major access in and out of the development without the implementation of the necessary highway safety measures, e.g., no right/left turn in and out of the development as necessary. The council would like further clarification on these plans as they are contrary to the request of the parish council at pre-app stage with the developer.
- The amenities that are described in this application as being walkable are some distance away from the site, so this is not the case for many people. In particular, it notes that the town centre is located approximately 2 km west of the site, which is not considered to be walkable for elderly people, people with shopping, or pushchairs, for example.
- There is no footway on the north side of Sandridge Road with pedestrians coming out of the development onto the A3102, which is a busy 40 mph road without any crossings in place to get to the footpath on the other side of the road, which poses a public safety risk. The parish council requests to see plans included for the installation of suitable pedestrian crossings in order for pedestrians to enter in and out of the development safely.
- The land allocated in the proposals for a nursery is not big enough to accommodate a building as well as sufficient parking and for children drop-off and pick-up. Concerns were raised about the fact that if this site is not developed or sold within a year, it will revert back to the original owners. In other instances where this has occurred previously, a five-year requirement, sometimes from the date of the completion of the development, has been implemented. The council would like to see a five-year requirement put on this land.
- The increase of vehicles from this development travelling north down New Road is a concern, as there are already issues with vehicles rat-running between the east of Melksham towards Lacock via unsuitable roads with many equestrian stables along this route.
- The parish council would like to see a pedestrian connection to the adjacent housing development; one was incorporated in that recent development through to Churchill Avenue.
- Walking routes around this site are not clear on the plans provided; therefore, more detail is required.
- More clarification on the LEAP (Local Equipment Area for Play) transfers and whether the LEAP could be transferred to the parish council without the LAP (Local Area for Play) is required.
- More clarification on the transfer of the allotments is required, whether this could be to the parish council.

- Affordable housing, although spread across the whole site, has defined pockets that will be identifiable in the development and were not tenant blind.
- More clarification on the walking routes across the development.

Members felt that there are a number of details that are either missing or need more clarification in this application; therefore, they wish to ask Wiltshire Councillor Holder (as ward member) to call this application in to the Wiltshire Council Planning Committee. Members wished to be clear that they were not against the application in principle; however, there were a number of issues that needed to be resolved. It was felt that the parish council should contact the developers in the meantime to try and get some clarification on the points raised as detailed above and explain why this application has been called in. Explaining that if the above issues are resolved to the council's satisfaction, they will ask for the call-in to be withdrawn. The council should copy in Wiltshire Council into any correspondence to the developer. Wiltshire Councillor Holder advised that the officer decision date for the application was the 28th February, so there was still time to get these issues resolved with the developer.

Resolved: The parish council ask Wiltshire Councillor Holder to call in this application for the reasons as detailed above. The parish council to contact the developers in the meantime to try and resolve the issues, and if they are resolved satisfactorily, the council to withdraw the call in.

- c) **[PL/2024/11112](#): 24 Hercules Way, Bowerhill, Melksham, Wilts, SN12 6TS:** Use of land for self storage (Class B8) and siting of external containers (Retrospective). Applicant: Mr D Spencer
Comments: The parish council have no objections
- d) **[PL/2024/11493](#): Little Bowerhill Farm, 457 Bowerhill Lane, Bowerhill, Melksham, SN12 6RA:** Removal/variation of conditions of condition 2 of PL/2024/04460 (Full Planning Application for the Erection of a Self-build Rural Workers Dwelling and associated infrastructure) To enable a Storage Garage to be added to the dwelling. Applicant: Mrs & Mr Ed Bodman
Comments: The parish council have no objections
- e) **[PL/2024/11521](#): 189A Westlands Lane, Whitley, Melksham, SN12 7QQ:** Two storey side extension, single storey rear extension, removal of existing roof and dormers and replacement with additional storey and new roof construction, including increase to ridge height. Applicant: James Tysoe
Comments: The parish council have no objections
- f) **[PL/2024/11467](#): 38 Shaw Hill, Shaw, Melksham, Wilts, SN12 8EY:** Proposed detached garage. Applicant: Ms Caroline Michie
Comments: The parish council have no objections

374/24 Amended Plans/Additional Information. There were no amended plans for consideration.

375/24 Current planning applications: Standing item for issues/queries arising during period of applications awaiting decision.

a) Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP (Planning Application [PL/2024/07097](#))

No update.

b) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS (Planning Application [PL/2023/11188](#))

The Finance & Amenities Officer drew members attention to the fact that there were a number of agencies that had submitted their comments for this application. Members noted that there were a number of objections to this application. In particular, Active Travel England had responded to the application, detailing that they were not in a position to support it at this time and requested further assessment and evidence in order to analyse the proposals in relation to transport properly. Councillor Pafford highlighted that in the active travel report it talks about sustainability and suggests that more facilities should be available on site to cut the need for people to have to travel into town, which he felt was a good idea. Members wished to support the comments detailed in the active travel report.

It was noted that the conservation officer had also objected to the proposals on the grounds that there are no heritage benefits that outweigh the harm caused to the historic environment.

Councillor Pafford welcomed the fact that Wiltshire Council officers were ensuring that this was as transparent as possible in order to come to a satisfactory conclusion.

c) Land off Corsham Road, Whitley, Melksham (Planning application [PL/2024/09725](#))

It was noted that there had been some comments submitted to Wiltshire Council for this application. Particular of note were the comments made by the NHS requesting funding from the s106 if this development was to go ahead. This has been requested to go towards the gap in funding created by each potential patient from the development for the RUH. Councillor Glover welcomed this; however, he queried why the NHS hasn't commented on any other applications that had come in. It was felt that they should be written to with information on all of the planning applications and asked whether they have asked for any contributions to fill the funding gap created by each potential patient from those developments.

Councillor Pafford highlighted that the ecology report has requested more information due to insufficient information being included in the documents provided. The landscape report details objections in relation to the development and the need for a green infrastructure audit to set out how the public open space and landscape design will integrate with the surrounding existing green infrastructure. Tree planting was also mentioned in the comments, as well as water management at the site. It was noted that the parish council had thought that some of the issues that had been highlighted in the report had already been resolved, so were pleased that they had been raised by the landscape department.

Recommendation: The parish council write to the NHS identifying all current applications that have come forward and ask them whether they have asked for a contribution towards them.

d) 52e Chapel Lane, Beanacre (Planning Application [PL/2023/05883](#))

No update.

376/24 Update from Lime Down Solar project and its connection to the national grid at Melksham (Beanacre) substation:

It was noted that the parish council had received an update regarding the Lime Down Solar Park. Following the initial consultation, they have refined proposals based on feedback they had received, along with findings from ongoing survey and environmental work. They are now at the second statutory consultation stage, which will run over seven weeks from Wednesday 29th January to Wednesday 19th March 2025, with in-person and online information events anticipated as running throughout February. Councillor Richardson highlighted that they did offer to meet with the parish council, which the Clerk has confirmed, but a date has not yet been set.

377/24 Planning Enforcement:

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

The Finance & Amenities Officer advised that a new Construction & Environmental Management Plan (CEMP) has been issued. This was version 7 of the document. She drew members' attention to the emails sent from the Clerk to Wiltshire Council officers in relation to some inaccuracies in version 6 of the document, which she asked to be addressed. This was in relation to the fact that the document had no mention of blocking access to the properties of residents on Townsend Farm. In addition, version 6 of the document still referenced "Melksham Road," when it should be Semington Road. It was noted that Wiltshire Council officers had requested this to be included in the document, which has now been updated, and version 7 of the CEMP has been issued.

Councillor Franks explained that there was a commitment some time ago for the road to be swept, which was made by the Director of Living Spaces. He

confirmed that mud was still on the road, so this needed to be addressed. Councillor Pafford felt that Wiltshire Council should be written to with regard to the new management plan, welcoming it and advising that the parish council hopes that this will be the subject of detailed monitoring and, if necessary, enforcement action. It was felt that along with the relevant Wiltshire Council officers, Wiltshire Councillor Holder (as Cabinet Member for Highways, Street Scene, and Flooding) and Living Spaces should be copied into the correspondence.

Resolved: The parish council write to Wiltshire Council welcoming the new Construction Management Plan version 7 and explaining that the council hopes that this will be the subject of detailed monitoring and, if necessary, enforcement action. The council to highlight that no road sweeping is being undertaken despite this being committed to some time ago, which needs to be addressed. Wiltshire Councillor Holder and Living Spaces should be copied into the correspondence.

b) Westlands Lane, lorries using weight restricted bridge:

Councillor Wood advised that the Clerk had raised an issue with Wiltshire Council enforcement on 9th January, with regard to lorries delivering BESS battery storage kits near the Melksham substation off Westlands Lane in Beanacre. The lorry's route of travel is over the weight limit bridge, which is impacting residents and is in complete contradiction of the Construction Traffic Management Plan. Along with the email sent, the Clerk had included photographic evidence. It was noted that this was in relation to battery storage kits being delivered to two approved Battery Energy Storage facility adjacent to each other near the Melksham substation with different limited companies. Members noted this.

378/24 Planning Policy:

a) Examiner for Melksham Neighbourhood Plan review, under delegated powers:

Councillor Wood explained that the Clerk, under delegated powers with Councillor Pafford (as Chair of the Melksham Neighbourhood Plan Steering Group), in consultation with Place Studio, the neighbourhood plan consultants, has chosen an examiner to assess the Joint Melksham Neighbourhood Plan 2. Councillor Pafford advised that the examiner chosen had examined the Calne Neighbourhood Plan, which included Calne Without so was similar to the Melksham Neighbourhood Plan. In the correspondence included in the agenda pack, there was information with regard to the next steps after the Regulation 16 consultation has finished, prior to the plan being submitted to the examiner. It was noted that Regulation 16 was due to finish on 22nd January, and there would be a two-week period after this date for the Steering Group to decide whether they wished to submit any comments to the responses. The Clerk had spoken to Place Studio, who advised that there may be some repetition from comments made at the Regulation 14 stage;

however, there could be some new points raised, so it might be worth submitting responses to these. A neighbourhood plan steering group meeting has been pencilled in for Wednesday 29th January, for any responses to be approved. If there are no responses that need to be approved, this will not need to be held. It was noted that the parish council had a Planning Committee meeting scheduled for Tuesday 4th February, which would be in the two-week timeframe where any recommendations from the Steering Group meeting could be approved as one of the qualifying bodies for the plan. The Clerk had contacted the town council to confirm that they could include any approvals required within the time frame as the other qualifying body for the neighbourhood plan and was waiting for a reply.

b) Update on progress of Semington Neighbourhood Plan:

Councillor Pafford advised that the update on the Semington Neighbourhood Plan gives an indication of the process involved and what is likely to be seen for the Melksham Neighbourhood Plan. It was noted that the Examiner had made a number of recommendations; however, it was detailed that if the plan is amended in line with the recommendations, their plan will meet statutory requirements and could move forward to referendum.

c) New Homes (Solar Generation) “Sunshine Bill” Private Member’s Bill:

It was noted that the New Homes (Solar Generation) “sunshine bill” private members bill was due to be voted on in parliament on Friday 17th January. The Campaign to Protect Rural England has requested that the parish council lobby the local MP to vote in favour of this bill. Councillor Richardson felt that this bill should be supported as it was a great idea to contribute towards the challenge of net zero.

Councillor Pafford advised that he had seen rumours in the press that the government was backing off on insisting on blanket enforcement for new homes to be fitted with solar panels. He still felt that it was useful for the council to ask Brian Mathew MP to support this, as even if 75-80% of new homes were fitted with solar panels, it would be a benefit to the environment. .

Councillor Wood queried with members whether they wished to ask Brian Mathew MP to vote in favour of the bill, which was agreed.

Councillor Harris advised that he had been in contact with the MP with regard to this bill and had received a response back advising that he would not be at the vote due to other commitments.

Resolved: The parish council ask Brian Mathew MP to vote in favour of the New Homes (Solar Generation) private members bill on 17th January.

379/24 S106 Agreements and Developer meetings:

a) Updates on ongoing and new S106 Agreements:

i) Pathfinder Place:

None.

ii) Buckley Gardens, Semington Road:

None.

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

None

iv) S106 decisions made under delegated powers:

None.

b) Contact with developers:

i. Request of Wilts & Berks Canal Trust to raise concerns and/or sign petition on the planning application for the Swindon Oasis redevelopment:

It was noted that the Wilts & Berks Canal Trust is concerned about plans submitted for the Swindon Oasis redevelopment. This was because current plans ignored the need to provide adequate routing for the re-establishment of the Wilts and Berks Canal. They have set up a petition and have asked the council for their support. It is noted that in order to keep the canal restoration as an option for the future, the boundary of the site just needed to be moved slightly, which has been ignored despite the Wilts & Berks Canal hosting meetings with the developer.

Councillor Harris felt that the parish council should support this request. Councillor Pafford explained that the parish council has consistently supported the principle of the Wilts & Berks Canal being generated, so this request should be supported.

Recommendation: The parish council sign the Wilts and Berks Canal petition for the reasons provided above.

Meeting closed at 20:28 pm

Chairman, 27th January 2025

From: [John Glover](#)
To: [Teresa Strange](#)
Subject: Fw: MTUG input on A3102 development Fwd: Thank you for your comments PL/2024/10345
Date: 17 January 2025 18:06:39

If not too late, we could endorse these views.
John

John Glover

From: Graham Ellis <[REDACTED]>
Sent: Friday, January 17, 2025 1:21:21 PM
To: John Glover <john.glover@melkshamwithout-pc.gov.uk>; Mark Harris <[REDACTED]>
Cc: Patricia Aves <[REDACTED]>
Subject: MTUG input on A3102 development Fwd: Thank you for your comments PL/2024/10345

Gentlemen,

Good meetings last night! Please find following the text I have submitted to the planning application that we discussed last night - written with the 295 homes in mind, but easily tailorable to the other applications nearby. As the consultation closes in a few hours I have hurried it in with careful wording to suggest it's well informed, but that I cannot (for example) formally speak.

Also using it to raise awareness via my blog at <https://grahamellis.uk/blog1478.html> and via social media. Cc to Pat who's MTC's rep on MTUG.

More to follow on other topics from last night / this was the urgent one! Also been in a STB investment briefing and looking to make inputs there by 2nd Feb, and have something completely different on my plate this afternoon!

Graham

P.S. BCP (Bournemouth, Christchurch, Poole) have voted to join Heart of Wessex. Good to be having them. Hope to see Swindon joining us rather than Oxford - should know soon.

Graham Ellis
[REDACTED]

Begin forwarded message:

From: Wiltshire Council <planning@sf.wiltshire.gov.uk>
Subject: Thank you for your comments PL/2024/10345
Date: 17 January 2025 at 12:37:41 GMT
To: "graham@sn12.net" <graham@sn12.net>

This email is confirmation that Wiltshire Council has received your comments

as set out below. Your response to this consultation will be reviewed prior to it being made public and whilst every effort is made to publish comments as soon after receipt as possible, sometimes there can be a delay of up to 48 hours for which we apologise and for any inconvenience the delay may cause. During this time your comment is available for inspection by the Planning Officer.

Graham Ellis
Member of the Public
Stance : No Objection - Subject to Condition

Your Comment:

Thank you for this opportunity to comment. I request that if you are minded to grant this application, you add a condition requiring appropriate public transport provision enabling and encouraging residents to access areas over 1km away and onward connections without a private car.

Public transport to be provided from when the first homes are occupied for a minimum period of 5 years at a maximum cost per journey not exceeding that of a town bus journey. Provision may be in association and shared with other developments and should run at least once per hour and connect onward to and from bus services in the town to and from Bath and train services at the station to and from Swindon and Westbury throughout their daily operation.

It is likely that this condition would be met by a developer construction of road / bus stop infrastructure and the running through contribution to the service also used by passengers who live elsewhere.

Background / logic.

This proposed development is some considerable distance from the Town Centre, medical facilities, business / work areas, secondary school, main supermarkets, and public transport to neighbouring towns from the Town Centre (buses) and from the railway station. A single daily bus runs on Mondays to Fridays to Bath, and to Calne and Marlborough (return the next day) from the main A3102 road passing the proposed development. Two buses a day call in the neighbouring estate to pick up passengers for the Town Centre. Other buses described in the application will return people to that other estate, but it should be noted that they are impractical to use outbound as their route varies depending on where people already on the bus wish to go.

This proposed development is located to the east of Melksham, whereas the major road network is located to the west. Private motor vehicle journeys beyond Melksham will be made though the town centre (already congested), along the lane to Lacock which is already a rat-run carrying too much traffic along a rural walking and cycling route, or looping all around the town via the eastern relief road, across the south and around western way. Residents and visitors need to be offered the option of practical public transport - and to have that available to them at all hours they need it, and from when they purchase their property prior to considering the purchase of additional private vehicles.

The NPPF, subNational Transport Plan, Local Plan, Joint Melksham Neighbourhood Plan and Local Transport Plan all signpost the provision of mass transit and sustainable alternatives to the private car. For a new

development at this location, some distance from many facilities, provision of bus service all day, every day is the practical way of doing so. The distance to facilities rule out walking and cycling for people who are less fit, have shopping to carry or children to take, are time constrained, simply don't want to be out in inclement weather, or have a destination which does not have changing / cycle storage facilities. A bus service which should also serve other housing developments to the East of Melksham but runs along the A3102 and then the Melksham East Relief Road, and is served by bus stops with appropriate shelters, access and real time information systems at the entrances to the estate, and runs to the facilities identified earlier at times to connect, should be provided.

In my view, the service should be characterised as one that runs within a few hundred metres of homes and with good walking access to them, providing fast transit to other key locations, and not one which visits each road on each estate that supports it to the detriment of journey time and frequency; such as scheme would be more suitable to a development which has a significant sheltered / protected / senior living bias.

In conjunction with a Town Council initiative in September 2022, the feasibility of an hourly bus service using a single (we used electric) vehicle from the railway station was tested, serving the Town Centre, East of Melksham, Oakfield sports facilities, doctors surgeries, and Bowerhill and Hampton Park business areas to end at the Police Station connecting with the x34 bus was tested and found good. A new section of the Melksham relief road has since opened and that should improve performance. Testing confirmed that the bus could lay over for a few minutes at the railway station thus connecting with trains both ways.

Author: Graham Ellis, acting chair of Melksham Transport User Group, Town Councillor, vice chair of steering group of Melksham Neighbourhood Plan, written independently but reflecting views and inputs generally made at those organisations. Very happy to share details. Text of above also at

[REDACTED]

Planning Team
Wiltshire Council

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by

means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

**MINUTES of the Finance Committee of Melksham Without Parish Council held on
Monday 6th January 2025 at Melksham Without Parish Council Offices,
Melksham Community Campus (First Floor), Market Place, Melksham,
SN12 6ES at 7.00pm**

Present: Councillors John Glover (Chair of Council & Committee), David Pafford (Vice Chair of Council), Alan Baines, Richard Wood, Councillor Shea-Simonds (Committee Vice-Chair) and Councillor Holt and John Doel.

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

Housekeeping: It was noted that the Melksham Town Council Deputy Clerk was in attendance at the meeting and was provided with the housekeeping and fire evacuation information prior to the meeting as she had not attended before. All other members present had regularly attended meetings, so did not need this procedure 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.

349/24 Apologies:

None.

It was noted that all members of the Finance Committee were present at the meeting.

350/24 Declarations of Interest

Councillor Glover subsequently declared an interest in the Chair's Allowance as this was a line item in the budget spreadsheet.

351/24 Dispensation Requests for this Meeting

None.

352/24 To note that Councillors living in the Parish have a dispensation for Precept setting.

It was noted that those Councillors living in the parish had a previously approved dispensation for setting the precept for the current Council Term, 2021-25 (Min 09/21b Annual Council 17th May 21).

353/24 To consider holding items in Closed Session due to confidential nature:

The Clerk advised that the budget spreadsheet (agenda item 11) included staff salaries, which had been blanked out to enable the spreadsheet to be viewed on the screen and recorded for YouTube in the public domain. If members wished to discuss individual salaries, this would need to go into closed session. It was noted that the councillors had

been provided with a separate paper copy, which did include the staff salaries, and were reminded that this was confidential.

It was agreed that agenda item 14 (Risk Register) would need to be discussed in closed session because it exposed any council weaknesses.

Resolved: Item 14 (Risk Register) to be held in closed session for the reason provided above.

354/24 Public Participation:

The Deputy Clerk from Melksham Town Council attended the meeting to speak on agenda item 6 regarding their request for funding towards town council events in 2025. It was noted that these requests had previously been considered at a recent Full Council meeting, and members had requested more information on each project in order to make an informed decision. The Deputy Town Clerk explained that she was keen to work together with the parish council to provide a vibrant Melksham. One of the things that she was looking to collaborate with the parish council on was a number of community town events that have been scheduled throughout 2025. The events were as follows:

Community Park Yoga:

The Deputy Town Clerk explained that Park Yoga was a national charity and has been set up to provide free activities once a week between May and September that are fully inclusive to all, regardless of age or ability. This was undertaken at King George V Playing Fields last year, and between 55 to 100 residents attended these sessions each week. From the data received from these sessions, the Park Yoga was mostly attended by Melksham Town residents; however, some parish residents also attended. It was explained that the full cost of the project was £1,400.

Proms in the Park:

Melksham Town Council ran its first Proms in the Park last year and is keen to continue the event in 2025. This was held at King George V Playing Fields and included a large screen to host the music with a bar and food vendors. The town council is looking to expand the project this year, which will include more activities for children as well as more marketing and promotion of the event. The town council has allocated £10,000 in the budget for this project.

Holiday activities:

The Deputy Town Clerk explained that she was aware that there were already lots of paid services for this provision; however, there are lots of families who are unable to afford to access this childcare. Melksham Town Council has allocated £5,000 in their budget for this provision, and this project will run between April and October in all school holidays. As well as sports activities, the town council is looking to extend this provision to include arts and crafts, musical theatre, etc., so that it accommodates a wider range of children with different interests. A plan is currently in the process of being put together for this project.

VE Day Celebration:

It was explained that Melksham Town Council had allocated £1,500 in their budget for this event, and it is envisaged to be an all-day celebration on Thursday 8th May, in the town. The event is intended to start from 8am until 9:30pm in the evening with a variety of

activities happening throughout the day. The town council would also like to run a community picnic for all children from the local schools at King George V Playing Fields and would welcome the opportunity to invite the children from the schools within the parish to attend as well.

Christmas Lights switch on:

Melksham Town Council has allocated £20,000 in the budget for the Christmas lights, which provides all of the lights in the town centre as well as the various activities on the day of the Christmas light switch-on. Another activity as part of the Christmas lights is carols around the Christmas tree, with £1,000 out of this budget being allocated to this event. For clarity, the following amounts have been allocated:

Christmas lights	£10,000
Carols around the Christmas Tree	£ 1,000
Christmas light event	£ 9,000

The Deputy Town Clerk advised that the above figures are due to be approved in the town council's budget at their meeting this evening. She asked the parish council to consider the above events and whether there were any they would like to be a part of or provide any funding towards. It was explained that the town council would be writing to the other neighbouring parishes in due course for support towards these projects and are also seeking grants where appropriate.

Councillor Glover asked members whether they had any questions for the Deputy Town Clerk. Councillor Wood noted that the Park Yoga was held at King George V Playing Fields and queried whether there was an opportunity for some of the sessions to be hosted in locations around the parish, if the parish council were minded to support this project. He felt that this would be a better way of bringing the parishes together rather than the parish council contributing towards an event that is being hosted in the town. The Deputy Town Clerk explained that she would be open to how the project could be delivered; however, it is important to provide as much consistency as possible to this activity, and there would need to be toilet facilities available.

Councillor Shea-Simonds queried whether these events would still go ahead if the town council were unable to obtain any further funding. The Deputy Town Clerk explained that regardless of whether the town council receives any funding towards the activities, she would ensure that these events still went ahead. She was aware that prices are increasing, so value for money would be much tighter, and any contributions towards these projects would make them better for residents.

Councillor Baines queried whether the Royal British Legion would be involved in the VE Day Celebrations and therefore could apply to the parish council themselves for funding towards the event. The Deputy Town Clerk explained that they would be in attendance at the event; however, as they were a partner, they wouldn't be contributing towards anything. The town council will be doing all of the coordination and procurement for the event.

Councillor Glover queried whether the request for funding was to reduce the town council's costs towards these projects or whether any funding would be in addition to the allocated town council's projects. The Deputy Town Clerk confirmed that she was not looking to reduce the town council's costs and was trying to put on the best events

possible for the community of Melksham. She felt that this would be an opportunity for both the town and parish council to work together to provide events for all residents and make Melksham a vibrant town.

7.21 pm the Deputy Town Clerk left the meeting.

355/24 Request for funding Melksham Town Council events in 2025/26:

Members considered each funding request from Melksham Town Council and felt that they would not be able to fund all of the events. Additionally, it was considered that although some parish residents may attend events such as Park Yoga and holiday activities that are held in the town, the parish council subsidises activities held at the Bowerhill Sports Field that town residents attend. The parish council has not asked the town council to contribute towards the running cost of the Bowerhill Sports Field, as it was a facility that the parish council provided. It was noted that the parish council has previously provided grant funding towards the Christmas Lights; however, they haven't applied for a grant in recent years. It was also considered that if similar activities were taking place in Corsham, for example, residents of Shaw and Whitley were more likely to attend there rather than in the town. The Clerk drew members attention to the fact that there were Christmas Carols hosted at Bowerhill on the green opposite Tesco Express, and Sprockets Cafe in Whitley held a Christmas lights switch-on. There also used to be 'Fun in the Sun' hosted at Shaw Playing Fields, which was a Wiltshire Council programme that provided free activities for children in the school holiday. This was stopped during covid and has not resumed again; however, the parish council has not had any requests from residents for something similar to this to be provided again.

Councillor Baines raised a concern with regard to the parish council allocating money to events without fully being informed on what it is being spent on. For example, he didn't understand the figures being quoted for the Christmas Lights as they did not need replacing every year, so the figures for this seemed to be high.

After a robust discussion, it was agreed that some of these projects may be able to be supported by the council, and this committee should consider the requests when they look at the budget later on at the meeting once they know what funds may be available.

Resolved: The Finance Committee consider the funding requests from Melksham Town Council when the budget is being reviewed later on at the meeting.

356/24 Minutes of Finance Committee 8th January 2024 (annotated with 2023/24 year end figures)

Members noted the minutes of the budget meeting held on 8th January 2024 as background information before budget setting. The Clerk explained that this was in the agenda pack to remind members of their thought processes at the last budget setting as well as the principles the council had previously set for CIL (Community Infrastructure Levy) and Solar Farm funding in particular.

357/24 Community Infrastructure Levy (CIL):

a) CIL income received in 2024/25 and CIL (Community Infrastructure Levy) income figure to include for 2025/26:

Members attention was drawn to the fact that as there was a made and adopted joint Melksham Neighbourhood Plan, the parish council receives 25% of CIL income (without a Neighbourhood Plan the parish council would receive 15% of the overall CIL paid to Wiltshire Council) for developments in the parish. It was noted that as previously agreed, 2/5 (10% of the overall CIL) is allocated to a sharing pot for jointly agreed projects with Melksham Town Council, which is a reciprocal agreement. This is shown as a separate column in the CIL spreadsheet so members can distinguish which CIL is solely for the use of the parish council and which CIL is allocated for joint projects.

In August 2024, the parish council received a total amount of £3,503.93 for the development of two dwellings at 178A Woodrow Road; the parish council's share of CIL was £2,102.36, with £1,401.57 being allocated to the sharing pot. The Clerk drew the members attention to the fact that, according to her calculations, the total amount due for this small development was £3,505.93, which meant that the amount received was £2 short. Due to the small discrepancy between the amount expected and the amount actually received, the Clerk has not contacted Wiltshire Council to query on this occasion.

The parish council received £1,584.95 of CIL income in September 2024 for a small-sized development in the parish at 486A Semington Road. The parish council's share is £950.97, with £633.98 being allocated into the sharing pot. This is the full amount due for this development; therefore, no further income is expected for future years.

In November 2024, the parish council received £96,048.36 of CIL income for the Land at Semington Road development, which is known as Buckley Gardens. This was the second tranche of three due to be received for this development. The parish council's share of the CIL income received is £57,629.02, with £38,419.34 being allocated to the 10% CIL sharing pot.

CIL income anticipated to year end 2024/25 (parish council's 15%)

Land at Semington Road known as Buckley Gardens (PL/2022/02749)	£ 57,629.02
486A Semington Road	£ 950.97
178A Woodrow Road, Forest, Melksham, SN12 7RG	£ 2,102.36
	£ 60,682.35

CIL income anticipated to year end 2024/25 for 10% Sharing pot

Land at Semington Road known as Buckley Gardens (PL/2022/02749)	£ 38,419.34
486A Semington Road	£ 633.98
178A Woodrow Road, Forest, Melksham, SN12 7RG	£ 1,401.57
	£ 40,454.89

Total amount of CIL Income expected to year end 2024/25 **£101,137.24**

The CIL receipts detailed above have already been received in this financial year.

There are four small developments in the parish that have received planning permission and are CIL payable; however, due to the fact that there is currently no visibility as to when these developments will start on site, they have not been included in the CIL calculations for this year or next year. These developments are as follows:

(21/01765/FUL) The Barn and Store at Upper Beanacre Farmyard- Replacement of barn & store with 2 chalet bungalows	£2,578.19
(PL/2022/08848) Barns South of Upper Beanacre Farmyard, Beanacre, SN12 7PZ- Replacement of barn and store with 2 no. chalets bungalows (possible duplicate of above)	£ 826.06
(PL/2023/06990) 26 Shaw Hill, Shaw, Melksham, SN12 8EU- Proposed erection of three-bedroom dwelling with associated works, to land next to 26 Shaw Hill, Shaw, Wiltshire.	£3,041.40
(PL/2024/00631) Mavern House, Corsham Road, Shaw, SN12 8EH- Proposed 1 and a half storey 4 bedroom dwelling (resubmission of PL/2022/09196) Revised Design	£1,833.56

The developments as detailed above are liable to pay 25% of CIL to the council; therefore, 2/5 (10% of overall CIL paid to Wiltshire Council) of the figures above will be allocated into the CIL sharing pot once the income has been received.

In the 2025/26 financial year it is anticipated that the third tranche of CIL will be received for this development; therefore, £96,048.35 has been shown as coming in, which is the final amount expected. Of this amount, £57,629.01 has been shown as the parish council's share, with £38,419.34 being allocated to the 10% sharing pot.

<u>CIL income estimated to year end 2025/26 (parish council's 15% share)</u>	
Land at Semington Road known as Buckley Gardens (PL/2022/02749)	<u>£57,629.01</u>
	£57,629.01

<u>CIL income anticipated to year end 2025/26 for 10% Sharing pot</u>	
Land at Semington Road known as Buckley Gardens (PL/2022/02749)	<u>£38,419.34</u>
	£38,419.34

Total amount of CIL Income expected to year end 2025/26	£96,048.35
--	-------------------

b) Parish council's agreed uses of CIL and more project specific spend for current and next financial year:

The Clerk highlighted to members that all expenditure detailed in the CIL spreadsheet was based on principles that the council had already set for the spend of CIL. It was noted that unlike section 106 funding, CIL income did not need to be used in the development it came from. CIL income needs to be spent within 5 years of receipt, and as it was a finite amount, the parish council has previously agreed that it would be much better to use it for one-off capital items. This was rather than for ongoing maintenance items, which solar farm funding was better suited to due to its longevity over a number of years.

In the 2024/25 financial year, it is anticipated that £3,484 will be spent on LHFIG schemes (Local Highway and Footway Improvement Group). This comprises of the parish council's £1,000 (maximum amount) contribution towards double yellow lines in various areas in the parish, £2,134 for the Beanacre Village gateway, and £350 towards Whitley gate signs. For the 2025/26 financial year, the parish council has budgeted £1,000 under LHFIG, which is a share towards the Semington bus gate ANPR camera maintenance. It was noted that there were no other funds budgeted for any other requests during the year.

During the 2024/25 financial year, the parish council replaced the safety surfacing inside of Hornchurch Road Play area, and it was agreed to part fund this expenditure from CIL, with the rest of the expenditure for this project coming from the play area reserve. The CIL spreadsheet is showing £15,803 as being spent from CIL in this financial year for the safety surfacing replacement at this play area. In the 2025/26 financial year, £7,271 is being shown as spent from CIL. For some time now the parish council has been keeping a watch on the wooden play equipment inside of Beanacre Play Area and anticipates that this will be replaced in the 2025/26 financial year. The CIL spreadsheet is showing £6,250 to fund part of the works, with the rest of the estimated expenditure coming from other funding avenues. The parish council is looking to apply for grant funding from the National Lottery towards the Bowerhill Sports Field enhancement project, so £1,021 has been shown as coming from CIL for this project. It was anticipated at budget setting in January 2024 that £20,000 would come from CIL in the current financial year for this project; however, the council was unsuccessful in their application to the Suez fund. As explained above, the council has found an alternative grant fund for this project, but it is not anticipated that the project will start in the current financial year, which is why the spend from CIL has been moved into the next financial year. For the National Lottery grant funding, the council is eligible to apply for up to £20,000 of grant funding, which is why the anticipated spend from CIL in the 2025/26 financial year is much lower than what had been estimated at budget setting for the current year.

It is still anticipated that the entrance and car park improvement project at Shurnhold Fields will be undertaken in the 2024/25 financial year. This project is now part of a wider scheme with Wiltshire Council, which is looking to put flood mitigation measures into this area to protect dwellings on Dunch Lane. As such, Wiltshire Council has appointed a project manager for the scheme; however, there have been some delays to the whole project as Wiltshire Council is still waiting for the necessary Environment Agency permits to be granted before work can go ahead. As this was a joint project with Melksham Town Council, the parish council will be paying 50% of the cost, with the town council paying the other 50% share. At budget setting for the 2024/25 financial year, it was anticipated that £2,500 would come from CIL towards this project as the rest of the council's share was in reserves. Due to delays with the project as detailed above, it is anticipated that costs will increase; therefore, £7,500 has been shown as coming from CIL.

At budget setting for the 2024/25 financial year, the council budgeted £1,000 for the Melksham Neighbourhood Plan; however, the anticipated expenditure for the parish council is now £6,101.96. During the year there have been additional costs for the Melksham Neighbourhood Plan 2, which were costs associated with the Regulation 14b consultation, including advertising and Neighbourhood Plan consultancy support. The CIL spreadsheet is showing £5,101.96, which is the expenditure over budget for this year. In the next financial year, it is estimated that £847.50 will be spent on the

Neighbourhood Plan. This is for the parish council's share of advertising for the referendum and new member training.

The parish council has resolved to install real-time information in locations around the parish. In the 2025/26 financial year, the council has approved installing this provision in nine locations in the parish, with the expenditure for this project to come from CIL. It is estimated that the total cost per unit will be £7,076; therefore, £63,684 is shown as being spent from CIL for real-time information. The nine chosen locations are currently in the process of being assessed by the Wiltshire Council supplier for the project.

Recommendation 1: The parish council revise their original budgeted spend from CIL (Community Infrastructure Levy) for 2024/25 to be as follows:

	2024/25 Budget Provision (agreed Jan 24)	2024/25 anticipated expenditure (up to 31.03.25)
Contribution to LHFIF schemes	£10,300.00	£ 3,484.00
Hornchurch Road safety surfacing	£ 0.00	£15,803.00
Shurnhold Fields Capital project	£ 2,500.00	£ 7,500.00
Bowerhill Sports Field enhancement	£20,000.00	£ 0.00
Neighbourhood Plan	£ 0.00	£ 5,101.96
	<u>£32,800.00</u>	<u>£31,888.96</u>

Recommendation 2: The parish council spend from CIL (Community Infrastructure Levy) for 2025/26 to be as follows:

	2025/26 Budgeted Expenditure
Contribution to LHFIF schemes	£ 1,000.00
Beanacre Wooden Equipment replacement	£ 6,250.00
Bowerhill Sports Field enhancement	£ 1,021.00
Neighbourhood Plan	£ 847.50
Real Time Information	£63,684.00
	<u>£72,802.50</u>

The balance of CIL funds at the end of each financial year is put into a reserve as the funds are restricted to funding community infrastructure only and to aid tracking the expenditure, which has to be annually reported to Wiltshire Council. Transfers from the CIL Reserve have been made to other earmarked reserves, as detailed below:

Total in CIL reserve at end of 2023/24	£ 59,335.27
Expected CIL income for 2024/25	£101,137.24
TOTAL	£160,472.51

Anticipated Expenditure from CIL for 2024/25	£ 31,888.96
<u>Transfer CIL into dedicated project/ ringfenced reserve</u>	
CIL Sharing with MTC Reserve (extra 10% CIL due to NHP)	£ 40,454.89 (Transfer 13)
TOTAL in CIL reserve at end of 2024/25	£88,128.66
Total in CIL reserve at end of 2024/25	£ 88,128.66
CIL income anticipated for 2025/26	£ 96,048.35
TOTAL	£184,177.01
Anticipated expenditure from CIL for 2025/26	£ 72,802.50
<u>Transfer CIL into dedicated project/ ringfenced reserve</u>	
CIL Sharing with MTC Reserve (extra 10% CIL due to NHP)	£ 38,419.34 (Transfer 14)
Total in CIL reserve at the end of 2025/26	£ 72,955.17

c) Town council update on the status of the East of Melksham Community Centre:

The Clerk advised that she had included this on the agenda for due diligence as there was a three-year legal tie on the CIL funding transferred from the parish council to the town council for the provision of a Community Centre to be built at the East of Melksham. When the Clerk reviewed the legal terms of the agreement, it was not three years from when the money was transferred to the town council, but three years from when the Hunters Wood development was completed. The Clerk had contacted Wiltshire Council for clarification of the date of this and was waiting to hear back from them. The Clerk explained that at a recent town council meeting, the East of Melksham Community Centre was discussed. At the meeting it was stated that they had £600k from the s106 and c£315k of CIL from the parish council, making at least £915k available for the project.

One of the other things discussed at the meeting was for town council officers to look at the legal agreements in place for the money that the Clerk has sent to them. The Clerk had queried with the town council what was detailed in their side agreement with Wiltshire Council, as this was what the parish council had to have in place in order for the s106 funding for Berryfield Village Hall to be transferred. This document listed what the parish council could and couldn't spend the money on. At this time the town council is unable to confirm whether they have signed a side agreement or not. In addition, the town council is currently in discussion with their solicitors regarding the transfer of the community centre land, so this is currently not in place.

Members noted the current situation with this project.

Resolved: The council wait for clarification from Wiltshire Council on the date of when the Hunters Wood development was completed and put this on the next Full Council agenda.

358/24 Solar Farm Community Funding:

a) Anticipated potential income figure for 2025/26:

It was noted that the income received from the Sandridge Solar Farm in 2024/25 was £18,021.33, which was a small increase on the previous year. The parish council has previously been made aware that the trigger for recalculation of the amount received is only when there is a boundary review, not if new dwellings have been built within the radius of the solar farm. It was noted that the figure is index-linked each year; however, members acknowledged that they were in danger of overestimating the income for the solar farm if they added an increase for the 2025/26 financial year. As any index-linked increase would be small, members agreed to estimate for the 2025/26 financial year £18,021.33, which is the same as what has been received for the current year.

Recommendation: The council budget £18,021.33 of income from the Sandridge Solar Farm for 2025/26.

b) Spend of Solar Farm funding for current and next financial year:

It was noted that the council had already set principles on how the solar farm funding should be spent, which is for ongoing maintenance and running costs of items, for example, for the parish weed spraying regime or the deployment of the speed indicator device once every two weeks. In the current financial year, the parish council has agreed to extend the hardstanding at Kestrel Court Play Area in order to provide better access to the existing picnic table in the area as well as installing an additional bench on the hardstanding, which is to be funded from solar farm funding. Similarly, any expenditure under street furniture is to be taken from solar farm funding, as these items are normally replacing/refreshing current assets. The play area safety surfacing cleaning is also funded by the solar farm as its ongoing maintenance to the parish play areas. The parish council has previously agreed to fund the new bus shelter at Falcon Way, Bowerhill, out of this funding. Although this is considered a capital item, it was within the 2.75km radius of the solar farm, so it is felt this is a good candidate for this funding.

Recommendation: The following spend from Sandridge Solar Farm to be on the following:

Balance brought forward from 31st March 2024	£46,796.39
Amount received in 2024/25	£18,021.33
TOTAL FUND AVAILABLE	£64,817.72
 <u>Anticipated spend in 2024/25</u>	
Safety surfacing clean for play areas & MUGAs	£9,300.00
Weed spraying	£1,619.00
Speed Indicator Device	£4,764.00
Kestrel Court Hardstanding	£2,780.00
Street Furniture	£4,619.00
 TOTAL SPEND IN 2024/25	 £23,082.00

Anticipated balance as at 31st March 2025	£41,735.72
Anticipated receipt in 2025/26	£18,021.33
TOTAL FUNDS AVAILABLE	£59,757.05

Anticipated spend in 2025/26

Safety surfacing clean for play areas & MUGAs	£5,000.00
Speed Indicator Device	£5,200.00
Weed spraying	£1,700.00
Street Furniture	£1,000.00
Beanacre play equipment replacement	£6,250.00
Falcon Way Bus Shelter & RTI	£5,000.00
Defibrillators	£1,530.00
Tree Inspections and work	£2,500.00

TOTAL SPEND IN 2025/26	£28,180.00
-------------------------------	-------------------

Anticipated balance as at 31st March 2026	£31,577.05
--	-------------------

Members were aware that the anticipated spend from solar farm funding for both the 2024/25 and 2025/26 financial years was more than the income received for 24/25 and expected for 25/26. It was noted that there were brought-forward funds available from previous years due to projects that were anticipated not being undertaken or maintenance being lower than budgeted. For example, the Falcon Way bus shelter project has been budgeted over the past few years and is yet to be undertaken due to difficulties with land ownership. Some other items budgeted to come from this funding, as detailed above, aren't undertaken every year, such as the replacement Beanacre play area equipment or the Kestrel Court Play Area hardstanding, for example, but as there was still funding available, it was felt these items were good candidates to come from solar farm funding.

359/24 Reserves:

a) To review Financial Reserves Policy:

The Clerk explained that the JPAG (Joint Panel on Accountability and Governance) guidance detailed that councils should have between three and twelve months of net revenue expenditure. The parish council has previously changed the reserves policy to one month of net revenue expenditure due to the amount available in reserves. The Clerk explained that if the premiss of the precept is expenditure less income than the carry forward figure should be zero. Officers had spoken to the internal auditor about this, and the general fund figure should include movements to reserves in the precept calculation, and therefore, any general reserves (but not earmarked or ringfenced) would count as the General Fund/Reserve. It was noted that the JPAG stated that the general reserve comprises cash flow and contingency funds. Following this information, the Clerk believes that included in the general reserve calculations should be the non-earmarked and non-ringfenced reserves, not just the carried forward figure at year end. The Clerk advised that it was about if the council stopped trading tomorrow, would they have enough funds available to pay off all of the businesses, staff, etc., who were owed money. It is felt that the reserve policy should state that the parish council holds between three and twelve months of net revenue

expenditure. Members agreed that the reserve policy should be amended to reflect this.

Recommendation: The council amend the reserves policy wording to state that the general reserve/ fund should be held between three and twelve months of net revenue expenditure.

b) Contribution to Reserves and spending from Reserves for current and next financial year:

There has been no further funding put into the Berryfield Village Hall reserve this year or next year. As the parish council paid off the full public works loan in the 2023/24 financial year, there is no outstanding amount to be paid. This reserve stood at £4,400 at the end of 2025/26.

As part of ongoing lease negotiations with Shaw Village Hall, the parish council agreed to undertake a building condition survey in the current financial year. One of the items that needed to be actioned from the survey was to install door closers; therefore, this reserve is showing £1,000 as being spent in the current financial year from this reserve, leaving £3,400 in the reserve at year end. In the next financial year, £1,000 has been shown as coming into the reserve, which will top back up to the same level as Berryfield Village Hall. At the end of the 2025/26 financial year, the reserve stands at £4,400.

Both the office accommodation and photocopying replacement reserves stood at £0 as these projects had already been undertaken. Members agreed that as the council was in the third year of a 10-year office lease and the photocopier was replaced in the 2023/24 financial year, there was no need to put any further funds in these reserves, and they could be closed down.

There were no further funds put in or spent from the Bowerhill Sports Field and Pavilion long-term capital replacement reserve in the current year or next; therefore, this stood at £40,462.97 at the end of the 2025/26 financial year. It was acknowledged that in the 2025/26 financial year the building would be 10 years old; however, at this time it is unforeseen what items, if any, may need to be replaced during the financial year, so nothing has been budgeted in the full knowledge that there is a reserve available should any unexpected expenditure be required for any capital replacements at the pavilion. It was noted that over the last few years, some items have already been replaced, such as the cold-water pumps and condensing unit; therefore, it isn't anticipated that these items will need to be replaced for some time.

No further funds have been allocated to the Bowerhill Sports Field and Pavilion maintenance reserve in the current financial year or the next, nor is there any expected spend from this reserve in either of these years. As a result, this reserve stands at £15,464.17 at the end of the 2025/26 financial year. It was noted that although this reserve showed that there was no expected spend for maintenance at the sports field, in August 2024 the parish council was successful in obtaining a pitch improvement grant from the Football Foundation. The grant awarded is a six-year revenue grant providing funding for c68% of a total project cost of £84,480, with a maximum payment of £57,812 being paid to the parish council over six years. Maintenance such as spiking and verti-

draining, which has previously been taken from this reserve, can be funded from this grant funding. As the grant income is ring-fenced for the specific purpose of improvements to the sports pitches, a separate reserve has been set up called pitch improvements. The new pitch improvement reserve is showing £14,452 coming into the reserve in the current year, with £10,000 being shown as being spent, leaving the reserve standing at £4,452 at year end. In the 2025/26 financial year, £14,452 is being shown as coming into the reserve as per the agreed payment schedule from the Football Foundation, with £18,904 being shown as spent, leaving the reserve standing at £0 at the end of the 2025/26 financial year. It was noted that although the grant is paid each year for six years, in order for the parish council to receive the next year's worth of funding, evidence of the works needs to be provided showing that the agreed schedule of spend has been undertaken; otherwise, the grant value will be reduced for the next year.

The Shaw Playing Field Improvement grant reserve is shown as £0, as the project had already been undertaken a few years ago. It was agreed that now this project had been completed, this reserve could be closed down.

In the 2024/25 financial year, the Hornchurch Road Play Area safety surfacing was replaced. For some time now, the parish council has been keeping a watch on the surfacing as cracks had appeared in different areas of the play area and, as a result, created larger holes that had been repaired on many occasions. The council decided that it was now time for the surfacing to be replaced; therefore, £20,000 has been shown as being spent from the replacement play area safety surfacing and equipment long-term capital replacement reserve in the current year. This was part of the payment for the safety surfacing replacement, with the rest coming from CIL. No further funds have been shown as being added into the reserve in the current financial year; therefore, this stood at £20,000 at year end. In the 2025/26 financial year, £6,250 is being shown as coming out of the reserve, which is part of the expenditure towards the Beanacre wooden equipment replacement. The parish council has been keeping a watch on the wooden equipment inside of Beanacre Play Area for some time now due to its age and the fact that some cracks have formed in the wooden equipment. It is anticipated that this equipment and the safety surfacing underneath will need to be replaced in the 2025/26 financial year. No further funds have been allocated to this reserve in the 2025/26 year, leaving it standing at £13,750 at year end.

It is expected that the Shurnhold Fields entrance and car park improvement project will be undertaken in the current financial year; therefore, £10,000 has been shown as coming out of the reserve. No further funds have been allocated to the reserve in the 2025/26 financial year, so this stands at £0 at year end.

There have been no further funds put into the recreation and sports facility enhancement reserve in this financial year or next, so this still stood at £6,000.

No further funds have been put into the defibrillator replacement reserve in the current year or next, with no expenditure expected in either of these years; therefore, the reserve still stood at £10,850 at the end of the 2025/26 financial year. The defibrillators are well maintained, and it is understood that the units last longer than originally anticipated, which is why it is not anticipated that they will need to be replaced in the 2025/26 year.

There have been no further funds allocated in the general highway and footpath reserve this year or next, nor is there any budgeted expenditure in either of these years; therefore, the reserve stood at £4,000 at the end of the next financial year.

The legal and professional fee reserve is showing £3,000 as coming into the reserve in the current financial year. There have been a number of legal and professional fees incurred this year for the freehold transfers of the play areas at Kestrel Court and Berryfield, as well as the building condition survey at Shaw Village Hall. There are also legal costs for the transfer of Whitworth Play Area, and it is expected that the Davey play area will be transferred to the parish council this year, so there will be legal costs for this as well. This reserve is showing £5,000 as being spent in the current year, leaving it standing at £6.21 at year end. In the 2025/26 financial year, £5,000 has been shown as coming into the reserve to top it up following the previous year's expenditure, leaving it at £5,006.21 at the end of the 2025/26 financial year.

In the current year, £5,000 has been shown as spent from the community projects and match funding reserve, which is the parish council's funding contribution towards the Canon Square project, leaving the reserve standing at £3,375.67 at year end.

It was noted that under agenda item 6 regarding a request from Melksham Town Council for funding towards town events in 2025, members agreed to consider these when reviewing the budget. The Clerk advised that the community match funding reserve would be the one to look at for such requests, as this was the reserve used for projects. After a robust discussion, members felt that they wouldn't be able to fund all projects requested; however, agreed that the following projects should be supported with the following contributions:

VE Day Celebrations	£ 500
Melksham Christmas Lights	<u>£2,000</u>
Total parish council contribution	£2,500

As a result of the above discussions, for the 2025/26 financial year, £7,500 has been put into the reserve with £5,000 to top it back up for any future match funding requests and £2,500 for the town council requests as specified above.

Recommendation 1: The parish council allocated £2,500 into the community projects/match funding reserve towards town council events in 2025 as detailed above.

For the 2024/25 financial year, no spending is expected to come from the elections reserve, so this stands at £13,233 at year end. Although there is a councillor vacancy in the Beanacre, Shaw, Whitley & Blackmore Ward, due to there being an election in May 2025, a by-election will not be held. This is due to the fact that the resignation took place within six months before the election scheduled for the 1st May 25. In the 2025/26 financial year, £12,000 has been shown as being spent from this reserve, leaving it standing at £1,233 at the end of that year.

The staffing contingency reserve is in place for any unexpected staffing expenditure during the financial year and is showing £10,000 going into the reserve in the current year. This is to top it back up following the previous year's expenditure from the reserve.

In the 2025/26 financial year, no expenditure has been budgeted as coming from the reserve, nor have any additional funds been put in, leaving it at £10,463.34 at year end.

No expenditure for this year or next has been budgeted as coming out of the Replacement of Council Assets (contingency) reserve. This reserve is for the replacement of council assets and for any low-value items such as bins and benches that are not individually insured. No additional funds have been put into the reserve this year or next year, leaving it standing at £24,376 at the 2025/26-year end.

For the current year, no funds have been put into the general contingency reserve; however, £2,697.50 has been shown as spent from the reserve. This is for the additional legal and professional costs that were unable to be covered by the legal and professional fee reserve. This leaves the reserve standing at £18,290.18 at the 2024/25-year end. In the 2025/26 financial year, no funds are being shown as coming in or out.

In the CIL reserve for the current year, it shows £101,137.24 coming into the reserve, with £31,888.96 being shown as spent from the reserve, which is the expenditure shown under CIL. There is one transfer being shown as coming out of the reserve, which is £40,454.89 (transfer T13) being transferred into the 10% CIL sharing reserve. In the 2025/26 financial year, £96,048.35 is being shown as going into the reserve, with one transfer of £38,419.34 (transfer T14) coming out of the reserve and moved into the 10% CIL sharing reserve.

As detailed above, the 10% CIL sharing reserve shows £40,454.89 (transfer T13) being transferred into the reserve, with £7,342 being spent on real-time information at the Mitchell Drive and Kestrel Court bus shelters. In the next financial year, £38,419.34 (transfer T14) is shown as being transferred into the reserve with no spend. This will leave the reserve standing at £102,061.69 at the end of the 2025/26 year-end. It was noted that this reserve was for agreed joint projects with Melksham Town Council, with the only project currently agreed for this funding being real-time information.

In the current financial year, £18,021.33 is being shown as coming into the solar farm reserve, which is the income that has been received from the Sandridge Solar Farm. The anticipated expenditure coming from this reserve in this financial year is £23,082, with details of the expenditure explained under the solar farm agenda item. For the next financial year, £18,021.33 has been shown as coming into the reserve, which is the estimated income, with £28,180 being shown as spent. This will leave the reserve standing at £31,577.05 at the 2025/26-year end.

Funds held in the Shurnhold Fields open space maintenance reserve are from a s106 agreement for the maintenance of the field and are held by the parish council as the lead council on behalf of the joint project with Melksham Town Council. This reserve is ringfenced, which means that it is only able to be spent on maintenance associated with Shurnhold Fields, so it is unable to be vired to another reserve or used for another purpose. As this was one-off funding that is to be drawn down from, no funds have been shown coming into the reserve for the current year or for next year. It is anticipated that £10,400 will be spent in the current year for the ongoing maintenance of the field, such as weekly caretaking duties, as well as the purchase of a new shed to store field maintenance equipment. Although the shed was a capital item, funds can be used from this reserve for this item, as it is facilitating the maintenance of the field. As already explained, it is expected that the car park and entrance improvement project will be

undertaken in the current financial year, and the shed is part of the project; therefore, it is anticipated that the purchase of the shed will be this year. In the 2025/26 financial year, £1,750 is being shown as spent from the reserve, leaving it standing at £63,951.50 at year end.

In 2021 the parish council received a covid grant from Wiltshire Council due to the rateable value of the sports field and pavilion, which was put into a reserve. This was one-off grant funding and had been spent a few years ago; therefore, this reserve is to be shut down as there will be no further funds going into the reserve.

The parish council has previously set up a reserve to show potential funding coming in from Wessex Water as a community benefit to offset the disruption associated with the Beanacre mains drainage scheme. Nothing has been shown as coming into the reserve this year or next year, as it is currently unknown whether Wessex Water will provide a financial contribution or whether they will undertake the community benefit works themselves, as one of the projects the parish council had put forward was to move the maintenance access gate to Beanacre Play Area to provide better vehicular maintenance access and to create a wildflower meadow at Shurnhold Fields.

The Scottish and Southern Electricity Networks (SSEN) grant for Melksham emergency support is showing £7,861 as being spent from the reserve in the current year, leaving it standing at £160 at year end. This grant is for the costs of the Lamplight database, the emergency support phone line, and fridge magnets with the emergency number to be created and distributed to all of the residents of Melksham and Melksham Without. For the 2025/26 year, the remaining £160 is being shown as spent from the reserve, leaving it standing at £0 at the end of that year.

During the current year the council received £3,800, which was the remaining funds still available from the Berryfield Village Hall public art project. This fund is now available for the ongoing maintenance of the public art at the village hall. No funds have been shown as coming out of the reserve in either the current year or the next financial year, so it stands at £3,800 at the end of the 2025/26 financial year.

The reserve for potential funding coming from CAWS (Community Action Whitley and Shaw) for a 3rd SID (Speed Indicator Device) is to be closed down as the community group is not any further forward with this project.

Similarly, the reserve for real-time information is to be closed down as it has been agreed that the expenditure for this project will come from CIL.

Last year the parish council set up a new reserve for a potential contribution from David Wilson Homes towards a footbridge between Buckley Gardens and Bowood View developments in Berryfield. It is not anticipated that this income will be received in the current financial year; however, it is anticipated that it will be received in the 2025/26 year, so it has been shown as coming in that year.

It is anticipated that the Davey Play Area will be adopted by the parish council in the current financial year. As part of the s106 agreement for the Pathfinder Place housing development, £58,000 plus indexation is due for the maintenance of the play area. In December 2024, the Clerk had received confirmation that the developers had transferred £64,763.52 to Wiltshire Council in April 2023. This will be transferred to the parish council

on adoption of the play area, which, as per above, is expected to be in the current year; therefore, this sum has been shown as coming into the reserve. The reserve is showing £180 being spent from it in the current year, which is for the annual ROSPA inspection that has been undertaken. In the 2025/26 financial year, £185 has been shown as coming out of the reserve for the annual ROSPA play area inspection, leaving it stood at £64,398.52 at year end. This reserve is ringfenced as it can only be spent on the maintenance of the Davey Play Area.

Recommendation 2: The parish council put the following into Earmarked Reserves at year end 31st March 2025:

Reserves for major project 2024/25

Pitch Improvements (Football Foundation grant)	£ 14,452.00
Professional and Legal fees	£ 3,000.00
Staffing Contingency	£ 10,000.00
CIL (Community Infrastructure Levy) funds received	£101,137.24
Sandridge Solar Farm Community Funding	£ 18,021.33
Berryfield Village Hall Public Art fund	£ 3,800.00
Davey Play Area Maintenance	<u>£ 64,763.52</u>
	£215,174.09

Recommendation 3: The parish council put the following into Ear Marked Reserves for the year 2025/26:

Reserves for major project 2025/26

Shaw Village Hall	£ 1,000.00
Pitch Improvements (Football Foundation grant)	£ 14,452.00
Professional and Legal fees	£ 5,000.00
Community Projects/Match Funding	£ 7,500.00
CIL (Community Infrastructure Levy) funds received	£ 96,048.35
Sandridge Solar Farm Community Funding	£ 18,021.33
Footbridge from Buckley Gardens to Bowood View	<u>£ 20,000.00</u>
	£162,021.68

Members reviewed the spend from Earmarked reserves as they went through the individual line items on the budget spreadsheet. For more detailed information on the spend from reserves please refer to that section of the budget review.

Recommendation 4: The parish council spend the following amounts from Earmarked Reserves in 2024/25:

Spending from Reserves 2024/25

	2024/25 Budget Spend (agreed Jan 24)	2024/25 Anticipated Expenditure (up to 31/03/25)
Shaw Village Hall	£ 0.00	£ 1,000.00
B'hillsports Field & Pavilion long term capital	£ 2,000.00	£ 0.00
B'hillsports Field & Pavilion maintenance	£ 2,000.00	£ 0.00
Pitch Improvements (Football Foundation)	£ 0.00	£10,000.00

Replacement Play Area Safety Surfacing & Equipment Capital Replacement	£ 20,000.00	£ 20,000.00
Shurnhold Fields Capital	£ 10,000.00	£ 10,000.00
Professional & Legal Fees	£ 0.00	£ 5,000.00
Community Match funding	£ 0.00	£ 5,000.00
Replacement/ renewal of council assets	£ 6,000.00	£ 0.00
General Contingency	£ 0.00	£ 2,697.50
CIL (Community Infrastructure Levy)	£ 32,800.00	£ 31,888.96
10% CIL sharing pot with MTC	£ 20,200.00	£ 7,342.00
Sandridge Solar Farm	£ 51,100.00	£ 23,082.00
Shurnhold Fields Maintenance	£ 10,400.00	£ 10,400.00
SSEN Ringfenced reserve for Melksham	£ 7,861.00	£ 7,861.00
Emergency Response		
Davey Play Area	<u>£ 180.00</u>	<u>£ 180.00</u>
	£162,541.00	£134,451.46

Recommendation 5: The parish council spend the following amounts from Earmarked Reserves in 2025/26:

Pitch Improvements (Football Foundation)	£ 18,904.00
Replacement Play Area Safety Surfacing & Equipment Capital Replacement	£ 6,250.00
Elections	£ 12,000.00
CIL (Community Infrastructure Levy)	£ 72,802.50
Sandridge Solar Farm	£ 28,180.00
Shurnhold Fields Maintenance	£ 1,750.00
SSEN Ringfenced reserve for Melksham	£ 160.00
Emergency Response	
Davey Play Area	<u>£ 185.00</u>
	£140,231.50

Recommendation 6: The parish council transfer the following amounts between Earmarked Reserves in 2024/25 & 2025/26:

Transfer T13- Move £40,454.89 from CIL to the 10% sharing pot CIL reserve in 2024/25

Transfer T14- Move £38,419.34 from CIL to the 10% sharing pot CIL reserve in 2025/26

Summary of Reserves

Opening Balance of Reserves as at 01/04/2024	<u>£425,802.66</u>
Revised Reserves for Major Projects 2024/25	£215,174.09
Revised Spending from Reserves 2024/25	<u>-£134,451.46</u>
Total Reserves at end of 2024/25	£506,525.29

Opening Balance of Reserves as at 01/04/2025	<u>£506,525.29</u>
Reserves for Major Projects 2025/26	£162,021.68
Spending from Reserves 2025/26	<u>-£140,231.50</u>
Total Reserves at end of 2025/26	£528,315.47

a) Review and consider Budget for 2024/2025 against anticipated position at year end; and estimate for 2025/2026.

Members reviewed the anticipated income and expenditure until year-end for the current financial year (2024/25) and the proposals for the financial year 2025/26.

Income

At budget setting for the current year, the council originally estimated £482,193.24 of income, which is fairly in line with the expected income of £523,952.09 for the year (figures include the precept). The estimated bank interest of £17,830 for the year is slightly less than the £20,000 that was originally budgeted for the current year. This has been estimated slightly lower due to the interest rates reducing, and at the time of budget setting, it is always difficult to estimate what interest rates will be during the year. The parish council has set up an account with the CCLA in order to maximise the interest received on council funds. For 2025/26 the council is expecting to receive £15,000 of interest.

Under the Solar Farm income heading, the expected income for the current year was £17,547 at budget setting, which was the same as the income that had been received in 2023/24. In the last financial year, the council received clarification that income would only be recalculated if there was a boundary change, not on the completion of new dwellings within the 2.75km radius of the solar farm. This means that the council is now in a much better position to estimate the income due to be received each year than in previous years. For the current year, the council received £18,021.33 of income for the solar farm, which is slightly more than budgeted. For the 2025/26 financial year, the council has budgeted £18,021.33, which is the same as what has been received in the current year.

In the current year the council received £1,500, which was a generous donation from a resident towards a new defibrillator outside of Bowerhill Village Hall. The parish council also applied to the Department of Health and Social Care defibrillator grant scheme and was successful in receiving part funding towards the project, with the other funding coming from the donation as described above. Originally estimated for the financial year under this heading was £20,500, which took into account the donation towards the new defibrillator but also included possible grant funding towards the Bowerhill Sports Field enhancement project. The parish council was unsuccessful in their application to the Suez fund, which is why the estimated year-end income has been left at £1,500, which is the income that has already been received. For the 2025/26 financial year, £18,079 has been budgeted, which is for grant funding towards the Bowerhill Sports Field enhancement project. The council is looking to apply to the National Lottery for grant funding towards the new equipment, and if successful, it will be in the next financial year rather than the current year.

Originally budgeted for the current financial year was £20,000 from David Wilson Homes as a contribution towards the footbridge between the Buckley Garden and Bowood View developments in Berryfield. As this isn't a condition of the s106 agreement, this is only potential funding. It is not anticipated that this will be received

in the current financial year and has been budgeted as coming in the 2025/26 financial year.

In the s106 agreement for the Townsend Farm development, there is an £11,800 playing field contribution due, which was originally expected in the current financial year but has now been budgeted for the 2025/26 financial year. The Davey Play Area maintenance contribution of £64,763.52 is now expected in the current financial year, so the estimated figure for year-end has been updated to reflect this income coming in.

The parish council has some joint projects with Melksham Town Council, such as the Melksham Neighbourhood Plan and Shurnhold Fields. Although the town council is the lead council on the Melksham Neighbourhood Plan, sometimes the parish council incurs costs associated with this project and therefore charges back the agreed 70% share of the costs to the town council. Under proper accounting practices, any income receipts received for this purpose must be treated as income and cannot be netted off against the expenditure cost code in the finance software. As a result, any income received from the town council is shown under income. Similarly, the full expenditure for the project will be shown under the expenditure cost code, including the town council's share of the cost, which is why members need to look at the income cost code in conjunction with the expenditure code to see the parish council's true costs for each joint project. For Shurnhold Fields, the parish council anticipates that the car park and entrance improvement project would be undertaken in this financial year, so had budgeted £12,500 as income from the town council for their 50% share of the cost towards the project. Some time ago, prior to this becoming a part of the Wiltshire Council scheme, this project went out to tender, which was why costs could be estimated for the purpose of the budget. Due to delays with the project, it is thought that the cost of the project will increase from the original tender costs, so £15,000 is being shown as coming in from the town council, which is 50% of the cost. As it is expected that the project will be completed in this financial year, no income from the town council for Shurnhold Fields is expected in the next financial year.

As part of the terms of the Berryfield Village Hall lease, the parish council insures the village hall building, with the cost being charged back to the Berryfield Village Hall Management Trust. As explained above under joint projects, the council is unable to net off the income against the expenditure code, so this is shown under income. At budget setting for the current year, the cost of the village hall building insurance was estimated at £820; however, the total cost of this for this year was £394. For the 2025/26 financial year, £800 has been estimated, which is for the village halls at Berryfield and Shaw. The Shaw lease is due to be renewed in the current financial year, and it is expected that it will be on the same basis as the Berryfield Village Hall lease, and as such the parish council will insure that building and charge back the cost to the hall committee.

The income for the Bowerhill Sports Field is higher than budgeted for this financial year. This was mainly because the council was successful in obtaining a grant from the Football Foundation for sports field pitch maintenance, which is a funding stream each year over the next six years. The total grant value is £57,812, with the parish council contributing £26,668 over the life of the project (total project cost £84,480). Over the first two years of the grant, the parish council does not need to contribute, but as the project progresses, the grant from the Football Foundation will reduce

every two years, with the parish council expected to contribute towards the project. In the current year the parish council received £14,452 from the Football Foundation for the first years' worth of funding. In 2025/26, £16,552 has been budgeted under sports field grants, which is £14,452 expected in from the Football Foundation (year 2 of grant) and £2,100 from the National Lottery fund for ditch work at the field. The expected income for football bookings is on par with what was anticipated at budget setting, budgeted at £11,200, with the estimated year-end at £11,296. In the 2025/26 financial year, the estimated income for football bookings is £10,465, which is slightly less than the current year. This is due to the fact that it is unknown how many football matches may be cancelled due to the weather as well as how many teams will use the football pitches next season. In the current year, the youth organisation that hires out the field during school holidays made the decision to host their holiday camps in October half term at an inside venue due to the uncertainty over weather. This has all been taken into consideration when estimating the football income for the 2025/26 year. The expected income for the kitchen and games room hire is more than what was originally anticipated, which is due to the youth organisation blanket booking these facilities on match days. The original budget for the current year was £150, which was for the annual Bowerhill Bomber race, as this was the only known user at budget setting. During the year the council also received a one-off booking from a local business to hire the kitchen and games room for their sports day in the summer, which has all contributed to the income received for this usage. As such, the new estimated income for the year for the kitchen hire is £718. For the 2025/26 year, it is estimated that £920 will be received for the hire of the kitchen and games room, which has taken into account the youth group's weekend blanket booking during the football season and the annual Bowerhill Bomber event. It is important to note that on an annual basis the parish council reviews their hire charges for the Bowerhill Sports Field, so these charges could increase; however, this is something that is reviewed later on in the year. As this is currently unknown at this time, it is unable to be considered in this budget.

The estimated allotment income is £3,310, which is slightly more than budgeted for the year, which is due to the fact that the council increased the rent from £35 per 5-perches plot to £40 (residential rate) for the allotment year starting 1st October 2024. The same amount has been budgeted for the 2025/26 financial year, but it is always difficult to estimate the allotment income as it is unknown how many tenants will relinquish their plots during the year and whether a resident or non-resident will take on the plot, as non-residents pay double the residential rate. Separately, the allotment year runs from the 1st of October to 30th September each year, so it runs over two financial years. Accruals are made at year-end to transfer 50% of the income into the new financial year. On an annual basis the council also reviews the allotment rent, which is a task for later on in the year, so at this stage it is unknown whether this will increase, so it is unable to be taken into consideration for this budget.

General Account Income (Excluding Precept):

Budgeted for 2024/25	£199,405.35
Anticipated for 2024/25	£232,584.09
Proposed for 2025/26	£181,218.68

Jubilee Sports Field Income:

Budgeted for 2024/25	£ 13,225.00
Anticipated for 2024/25	£ 26,466.00

Proposed for 2025/26 £ 27,937.00

Allotment Income:

Budgeted for 2024/25 £ 2,882.00

Anticipated for 2024/25 £ 3,310.00

Proposed for 2025/26 £ 3,310.00

TOTAL PROPOSED INCOME FOR 2025/26: £212,465.68

Expenditure:

Members noted that the parish council's Expenditure used the following budget headings to reflect the information included with residents' Council Tax bills, namely. Administration, Parish Amenities, Community Support.

Administration Costs:

There is no budget for the election during the current year; however, there is an accrual of £767 under this heading from the uncontested Bowerhill election in the previous year, which the council hasn't been invoiced for yet. As explained under reserves, there is currently a councillor vacancy, but due to this being within six months of an election, no by-election is to be held. Attention was drawn to the fact that as part of the government's Devolution Priority Programme, there is a proposal for a 'Heart of Wessex' devolution, which includes Wiltshire, Somerset, and Dorset. The proposals will create a position for an elected regional mayor and create a mayoral strategic authority. It is important to note that Wiltshire Council will remain, and this would just be an additional tier of local government. This is important for members to be aware of because this may affect whether there are town and parish council elections in May 2025 or whether this will be pushed back to May 2026, which has an effect on the budget. This is due to the fact that if there is going to be an election for a new mayor, this may be done at the same time as the unitary and town and parish elections. The Clerk advised that this budget assumes that an election will be held in May 2025, as it was currently unknown as to whether the proposals would go ahead or not and whether the elections would be postponed for a year. As a result, £12,000 has been budgeted for 2025/26, which is all to come from reserves. This figure has been based on 6000 electors, at an estimated cost of £2 per elector.

The member's training is on par with what was budgeted for the year. The Clerk wished to draw members attention to the fact that more has been budgeted under members training for the 2025/26 financial year following the election and the fact that there may be new members. It was therefore agreed that £500 should be budgeted for training.

Audit fees are lower than budgeted for the year as the fees for the external auditor are expected to be lower than originally anticipated. The external audit fees are based on annual bands of income or expenditure, whichever is higher for that financial year, so it can be difficult to judge which band the council will be in year on year. During the year the parish council also has two internal audits, one interim and one at year end, and the total expected cost for this service for this year is £830. There is also a credit of £735 under this cost code due to an accrual for the 2023/24 year for external audit fees with the final bill being lower than expected for that year. The anticipated cost for

the current year under this heading is now £1,145. For the 2025/26 financial year, £1,950 has been budgeted for auditor fees, which accounts for the two internal audits with a slight increase and the external audit.

The expected postage costs for the year are on par with what was originally budgeted at £840. Although postage costs have increased by £0.30p per 1st class stamp during the year, the council now sends out electronic agendas, so there is much less postage. There is still an element of postage, as the council still sends out agenda notices to the noticeboard volunteers each week and the annual allotment rent notices. For the next financial year, £900 has been budgeted, which takes into account any postage cost increase as well as weekly notice board notices and assumes that all new councillors will accept electronic agenda packs. Officers are going to look at sending the allotment rent notices out electronically; however, there will still be some notices that need to go out by post.

The postage costs are anticipated to be slightly lower than what was originally budgeted for the current year. It is now expected that photocopying costs will be £650 for the current year. In the last financial year, the parish council replaced the photocopier, which has reduced the printing costs. As explained under postage, the council is no longer printing out large agenda packs each week, so there is much less printing being undertaken. For the 2025/26 year, £650 has been budgeted for photocopying, as there is not expected to be a change in the level of printing being undertaken.

Bank charges are anticipated to be slightly higher than expected this year at £200. In December 2024, the council received notification from Lloyds Bank that they will be changing the council's treasurer's account to a business account. Consequently, this means that there will be charges associated with the account. The council had discussed closing the Lloyds account and going with a new provider at the December Full Council meeting but decided to continue with the account at this time, tasking officers to investigate whether there were any other suitable accounts around that did not have charges associated with them. The expected year-end figure has taken into account the new bank charges from Lloyds Bank. For the next financial year, £300 has been budgeted for bank charges, as there are also costs associated with the Unity Trust Bank Current Account as well as a monthly fee associated with the monthly multipay card.

It was expected that £400 would be spent on minute-book binding for this year; however, the book binders are located in Salisbury, so it is only undertaken if an officer is going to this location. It is not expected that the minute book binding will be undertaken in the current year; therefore, £1,200 has been budgeted for the next financial year, which includes two years' worth of minutes and the annual parish minutes.

The IT support costs are higher than anticipated for this year as the council had previously approved for the IT contractor to create an allotment database, which is now expected to be completed in the current year. Other expected costs are for ongoing IT support during the year, so it is now expected that the costs for IT support will be £500 for the year. In the next financial year, £450 has been budgeted, which is for ongoing IT support during the year as well as for the creation of the asset database, which the council had previously agreed to.

There are no expected costs for new equipment and furniture in the current year, but £1,200 has been budgeted under this heading for the 2025/26 year. Included in this figure is for a new councillor laptop and a replacement office chair. It was recently discovered that the server computer was not able to update to Windows 11, and as Windows 10 will no longer be supported from October 25, this will need to be replaced.

There were no legal or professional costs budgeted in the current year, as at the time of budget setting it was unknown what costs the council may incur during the year. The true cost is now expected to be £7,697.50 for the year, which includes the Kestrel Court and Berryfield Play Areas freehold transfers, Whitworth and Davey play area transfers, and Shaw Village Hall building condition survey. All expenditure for this is to be taken from reserves. For the next financial year, £2,000 has been budgeted, which is for the Shaw Village Hall lease and to register the Shaw Playing Field with the Land Registry.

The expected staffing costs for the current year are anticipated to be lower than budgeted. This was largely due to the fact that the Parish Officer retired in September 24, and due to staff workload with other projects such as the Neighbourhood Plan and the preparation of the budget, recruitment was not advertised until December 24. As a result, the salary for the Parish Officer role has not been paid for part of the current financial year. This also has an effect on the council's employer national insurance and pension contributions, which are also expected to be less than budgeted. In the 2025/26 financial year, the increase in employer national insurance contributions has been taken into account in the budget as well as the recruitment of a new Parish Officer. In the current year, staff received a flat rate increase of £1,290 on all scale points (Note: this is the full-time equivalent figure; for those staff who are part-time, this figure is pro rata) following the National Joint Council pay (NJC) negotiations with the unions. As it is always unknown what any potential annual increase may be, the same has been applied to all staff for the 2025/26 year.

There has also been more allocation under staff training for the 2025/26 financial year, which accounts for a new member of staff as well as some qualifications for the current staff members. The budget for staff training for the 2025/26 financial year is £1,400.

Recommendation 1:

Administration Costs (Including office staff):

Budgeted Expenditure for 2024/25	£170,543.00
Anticipated Expenditure for 2024/25	£158,971.50 with £7,697.50 coming from reserves
Proposed Expenditure 2025/26	£193,028.00 with £12,000.00 coming from reserves

Parish Amenities:

The expected costs for defibrillators for this year are expected to be more than budgeted. As explained under income, the parish council applied for a grant towards a replacement defibrillator to be located outside of Bowerhill Village Hall. As part of the grant scheme, the defibrillator and cabinet were provided through London Hearts, with match funding of £750 being required to be paid by the recipient prior to the

defibrillator being delivered. As explained under income, the council received a donation towards the defibrillator, and part of the donation was used for the match funding. The rest of the costs that the donation received was used towards was for the installation of the new cabinet on a dedicated new pole outside of the village hall site. This new defibrillator ensures that residents have 24/7 access to the defibrillator and replaces the one that was inside the village hall building, where residents would only be able to access it when the hall building was open. As costs are unable to be netted off against the expenditure, the full expenditure of the project is shown under this code. The other cost coming from this budget heading is the annual support for each defibrillator. It is expected that the total costs for this financial year under this budget will be £3,995. For the next financial year, £1,530 has been budgeted for defibrillators, which is for the annual maintenance fee for each unit around the parish. The maintenance fee includes an annual service of each defibrillator as well as replacement consumables such as pads, batteries, etc. This maintenance is to come from solar farm funding.

The parish insurance is more than budgeted for the year at £4,296. As the parish council was in the last year of a long-term agreement at the time of budget setting, it was unknown what the costs for parish insurance would be for the current year. It is always difficult to budget for the insurance, as there are variables such as more assets that may need to be insured, for example. The council is currently in the second year of a long-term agreement with their insurance company. For the 2025/26 financial year, £4,350 has been budgeted, which takes into account any new asset that may need to be insured.

The play area safety surfacing cleaning is much higher than budgeted for the current year; originally budgeted was £2,900, but it is now anticipated that the total costs will be £9,300 at year end. One safety surfacing clean has already been undertaken in the current financial year on all of the parish play areas and MUGAs (multi-use games areas) at a cost of £4,550. At the last Asset Management Committee meeting, members agreed to undertake another clean in March before the Easter holidays; therefore, the estimated year-end figure has taken this into account. For the next financial year, £5,000 has been budgeted, which allows for one safety surfacing clean to be undertaken. The cost of the safety surfacing cleaning for both financial years is to come from solar farm funding.

For the parish grass cutting and bin emptying, the council is currently in a contract, so the expected costs for the current year are to the agreed contract. For the 2025/26 financial year, a percentage increase has been estimated because the council is currently out to tender for the contract. The tender deadline is midday on Monday 20th January which is the day of the Full Council meeting where the budget is due to be approved. Tenders will be opened prior to the Full Council meeting to ensure that enough has been budgeted for these maintenance works prior to the approval of the budget.

The parish council tree inspection schedule is every 27 months so that the parish trees are inspected in different seasons. There has been no tree work in the current year, and no tree inspections were due. In the 2025/26 financial year, £2,500 has been budgeted as the tree inspections are due in December 2025. This figure includes any work required following the inspections. All expenditure for this is budgeted to come from the solar farm funding.

The parish weed spraying had been budgeted at £3,500 for the current year; however, the expected expenditure at year end is now £1,619. At budget setting, it was expected that the weed spraying would be undertaken twice in the financial year; however, due to the weather, it got delayed. As a result, the weed spraying was undertaken late in the year, and it is not expected that any more will be done in the current year. For the next financial year, £1,700 has been budgeted for weed spraying, which only allows for one application during the year. All expenditure for weed spraying for both financial years is to come from solar farm funding.

For the current year, the budget for LHFIG (Local Highway and Footpath Improvement Group) projects was £10,300; however, the anticipated spend to year end is much lower and now expected to be £3,484. This is because some schemes that the parish council would have to pay 50% of funding towards may not have moved any further forward. There was also an element included in the budget for any LHFIG requests during the year. For the 2025/26 financial year, £1,000 has been budgeted, which is the parish council's share of the cost towards the Semington Bus Gate ANPR camera maintenance. This is all to come from CIL. Members were aware that within this budget, there were no funds budgeted for any LHFIG requests during the year.

Under the budget for new bus shelters, there was £22,500 budgeted for the year for the new bus shelter at Falcon Way in Bowerhill. Due to Wiltshire Council not being any further forward with the land transfer from the original developers, this project is not any further forward, and it is not expected that it will take place in the current year. It was also anticipated that the wooden bus shelter at Beanacre would be replaced in the current year; however, this was undertaken in the 2023/24 year. The parish council is still anticipating that a bus shelter will be installed at Falcon Way and has budgeted £5,000 in the 2025/26 financial year.

The spend on the speed indicator device is expected to be slightly lower than anticipated, which is due to the SIDs not being deployed in the parish until June 24. The expected spend is now £4,764, which also includes the additional warranty cover for SID#2. For the next financial year, £5,000 has been budgeted for the deployment of both SIDs around the parish, which is to come from solar farm funding.

Under play areas for the current year, £75,000 had originally been budgeted; however, it is now expected that the spend under this heading for this year will be £38,000, which is much lower than originally thought. The reason why the expected spend is much lower than budgeted is because the council originally expected that the Beanacre play area wooden equipment would be replaced in the current year and estimated the cost of this to be £20,000. This is not expected to happen in the current year, as it has been agreed to continue to keep a watch on this equipment. The expenditure for this replacement has been shown in the next financial year. The other difference is that from this heading the council expected to undertake the Bowerhill Sports Field enhancement project this year, which was expected to cost £35,000. This was not undertaken in the current year because the council was unsuccessful in their grant application to the Suez fund for funding towards the project. This has been shown in the next financial year. During the current year, the council replaced the safety surfacing inside of Hornchurch Road Play Area at a cost of £35,802.86, with £20,000 of this coming from reserves and £15,803 coming from CIL. The other

expected expenditure in the current year is £2,780 to extend the length of the hardstanding inside of Kestrel Court Play Area in order to rotate the existing picnic table and install an additional bench, which is to come from solar farm funding. For the 2025/26 financial year, £45,100 has been budgeted, which includes £25,000 for the replacement Beanacre play area equipment and safety surfacing. As there is £20,000 left in the play area replacement reserve, in order to ensure that there are funds for any other play area replacement, £6,250 has been budgeted to come from the reserve and £6,250 each budgeted from CIL, solar farm funding, and precept. Other expenditure for the year is £19,100 for the Bowerhill Sports Field Enhancement project, with £18,079 shown under grant income and £1,021 shown as coming from CIL. To account for any repairs and maintenance of the play areas during the year, £1,000 has been anticipated.

Some time ago the council purchased a drinking water fountain for the Bowerhill Sports Field, which was finally installed in the 2023/24 financial year after many delays due to installation issues. The council envisaged purchasing a water fountain to be installed outside of Shaw Village Hall, so had originally budgeted for this in the current year at £4,200, which included the purchase and installation works of the fountain. Following many issues associated with the water fountain at the Bowerhill Sports Field, members agreed to not undertake this project and therefore budgeted £0 for the 2025/26 financial year. There has been some spend in the current year under this budget heading, which is £620. Unfortunately, despite the water fountain being purchased with frost protection, during the year some of the fountain elements cracked due to frost damage, which needed to be repaired in order for it to be useable. As works were undertaken on the mains water network, the fountain also needed to be chlorinated prior to it being usable. Following the repair, the fountain is currently up and running.

Spend under street furniture is expected to be higher than anticipated, with £3,000 originally being budgeted and £4,619 being estimated. This takes into consideration the installation of the wildflower benches from Wiltshire Council and the BRAG (Bowerhill Residents Action Group) bench project, which are currently in storage, at a cost of £2,500. The rights of way board needs to be replaced at Bowerhill with an estimated cost of £1,030, and the three other rights of way boards around the parish need a refresh at £200 each. This expenditure is to come from solar farm funding. For the next financial year, £1,000 has been budgeted to come from solar farm funding, which is for the replacement of any parish benches on a rolling programme.

The budgeted spend of £10,400 for the Shurnhold Fields maintenance is on par with what is expected to be spent in the current year. As part of the car park and entrance improvement project, a shed has been agreed to be purchased from this reserve to facilitate the ongoing maintenance of the field. All other expenditure for this year is for caretaking duties. For the next financial year, £1,750 has been budgeted, which is for the caretaking duties, annual ROSPA inspection, and petrol for the mower at the field. This is all to come from the Shurnhold Fields maintenance reserve.

As detailed under reserves, the car park entrance and improvement project is expected to be undertaken in this financial year. As such, £30,000 has been shown as being spent for the project, which includes £10,000 coming from the reserve and £7,500 from CIL, with the rest shown under income from the town council for their share towards the project. As the project is expected to take place this year, no

expenditure has been shown in the 2025/26 financial year for Shurnhold Fields Capital.

The Clerk made members aware that the council had not received a gas bill for the Bowerhill Sports Pavilion in over a year. Officers have been chasing this for some time now, but this is the reason why there is a -£800 in the year to date due to an accrual being made at year end in the 2023/24 financial year. This is currently being investigated, but officers wanted to make members aware that they may receive a large bill once this issue has been resolved. Since no bills have been received in a long time, £2,000 has been estimated for this year, which had originally been budgeted. For the next financial year, £2,200 has been budgeted for pavilion gas, but this is difficult to estimate due to not receiving any bills to better calculate the expected figure.

Originally budgeted under sports field repairs and maintenance was £2,000; however, it is now estimated that it will be £1,000 for the current year. It is always difficult to foresee what may need to be replaced at the pavilion, as the building is currently 9 years old. For the next financial year, £1,000 has been budgeted for repairs and maintenance as the building will be 10 years old.

The pitch and pavilion improvements are much higher than originally budgeted for this year. This is due to the parish council being successful in receiving a grant from the Football Foundation for pitch improvements, with the first years' worth of grant funding being £14,452. It is now expected that £10,000 will be spent this year on improvements to the pitches, which is all to come from the grant received. In the 2025/26 financial year, £21,052 has been budgeted, which is £18,904 for pitch improvements, which is all coming from the grant. The parish council is also looking to improve the drainage on the middle pitch by undertaking some ditch works at a cost of £2,100. The council is going to apply to the National Lottery fund for funding towards this work, so £1,920 has been shown under grant income.

The spend for waste collection at the pavilion was originally budgeted at £850; however, this is now expected to be £1,000 due to an increase in collection costs. In the next financial year, £1,100 has been budgeted as the council has received notification from the contractor that there will be a price review in April 25.

There was nothing budgeted for the cold-water booster pump service for the current year; however, the council has agreed to a three-year service agreement for this service. As a result, £347 has been shown as expenditure for this year as per the current agreement in place. For the next year, £450 has been budgeted for the service plus any repairs that may be required.

Originally budgeted under the allotment repairs and maintenance heading was £100; however, this is now expected to be £510. The additional expenditure is due to the gate post at Berryfield allotments rotting and failing, so this needed to be replaced. In the next financial year, £100 has been budgeted for any repairs required.

The allotment expenditure shows a slight increase on what was originally budgeted, which was due to the repair required as detailed above. For 2025/26 it is expected that £2,214 will be spent, which was slightly less than what the expected spend was

for the current year. It was noted that it is always difficult to foresee what repairs may be needed at the allotments during the year.

Recommendation 2:

Parish Amenities Costs (Including Allotment and Bowerhill Sports Field):

Budgeted Expenditure for 2024/25	£236,811.00*
Anticipated Expenditure for 2024/25	£178,543.00**
Proposed Expenditure 2025/26	£153,951.00***

*With £50,580 coming from reserves, £32,800 from CIL and £51,100 coming from solar farm.

**With £51,580 coming from reserves, £26,787 from CIL and £23,082 coming from solar farm.

***With £27,089 coming from reserves, £8,271 from CIL and £28,180 coming from solar farm.

Community Support Costs:

In the current year, expenditure under grants was slightly more than budgeted for the year. The reason for this is due to the parish council giving a £5,000 contribution towards the Canon Square project, which has come out of the match funding reserve. There was no other cost code to put this expenditure under; therefore, it was put under section 137 grants; however, this wasn't provided as a grant. The budget for all grants this year was £37,700 (this was £17,000 under s137, £20,000 under village halls, and £700 under s144 grants). The estimated year-end is now £37,923. For 2025/26, £20,000 was budgeted for s137 grants, £22,000 for village hall grants, and £700 for section 144 grants, giving an overall grant budget of £42,700.

For the Market Place public toilets, due to parish council queries around the billing for this amenity, it was agreed to contribute a flat rate of £5,000 towards them for the next three years, of which the council is currently in the second year of this agreement. The next financial year will be the last year of the agreement; therefore, £5,000 has been budgeted.

For the current year, £20,200 had originally been budgeted for real-time information; however, the estimated year-end figure is much lower at £7,342. At budget setting last year, the budgeted figure was the full amount for real-time information to be installed in three bus shelters (1x Mitchell Drive and 2x Kestrel Court). Real-time information has been installed inside of these shelters, but the parish council only needed to pay 50% of the cost for these shelters. This expenditure is to come out of the CIL 10% sharing pot. For the 2025/26 financial year, the council has budgeted £63,684 for nine real-time information units, which is to come from CIL.

Originally budgeted for the Melksham Neighbourhood Plan for the current year was £1,000; however, the estimated spend is now £18,907.96. As previously explained, this is a joint project with Melksham Town Council; therefore, some of the expenditure under this cost code relates to their 70% share of the costs, with the reimbursement for their share shown under income. The total cost for the parish council for the

current year has been calculated, and the estimated cost is £6,101.96 for the Neighbourhood Plan. As only £1,000 was originally budgeted, £5,101.96 has been shown as coming from CIL for the project. For next year, £2,247.50 has been budgeted for the Neighbourhood Plan, with the parish council's share of £847.50 budgeted from CIL. The rest of the estimated expenditure is the town council's share of the costs and is offset from the amount shown under the income cost code. It is anticipated that new councillor Neighbourhood Plan training will be required following the election, and the Neighbourhood Plan 2 is due to be at its examination stage shortly, so expenditure advertising the referendum is expected during the year.

The estimated expenditure for Melksham Community Support for this year is £12,000, which was as budgeted. This is for the Age UK Senior project worker, which is a joint project with Melksham Town Council, and the agreed shared cost between both councils is 50% each. Each council is invoiced separately; therefore, the cost shown is the parish council's 50% share of the project. For next year, £12,300 has been shown as expenditure for the project, which shows a small increase from the current year.

The Melksham Emergency Support project is separate from the Melksham Community Support service. This is in place for emergencies such as flooding or extreme weather conditions, for example. For the current year, £7,861 had been budgeted to come from reserves for the project, which is on par with the expected expenditure for the year. This expenditure is for the printed fridge magnets with the emergency support phone number on them to be distributed to the households of all Melksham and Melksham Without residents. Other expenditures for this project for the current year are to keep the Lamplight database running and line rental costs for the emergency support phone number. For the 2025/26 financial year, £900 has been budgeted, which is for the ongoing costs of the Lamplight database and phone line costs. Of this amount, £160 has been taken from the SSSEN reserve, which is the amount that has been left over.

Recommendation 3:

Community Support Costs (Including Joint Ventures):

Budgeted Expenditure for 2024/25	£85,696.00*
Anticipated Expenditure for 2024/25	£90,968.96**
Proposed Expenditure 2025/26	£128,831.50***

*With £28,061 coming from reserves.

**With £20,203 from reserves and £5,101.96 coming from CIL.

***With £160.00 coming from reserves and £64,531.50 coming from CIL.

TOTAL PROPOSED EXPENDITURE FOR 2025/26

Administration Costs (including office staffing)	£193,028.00
Parish Amenities Costs (incl Allotment and Bowerhill Sports Field)	£153,951.00
Community Support Costs (incl Joint Ventures)	<u>£128,831.50</u>
TOTAL	£475,810.50

Of this expenditure, £39,249.00 is budgeted to come from reserves, with £72,802.50 from CIL and £28,180.00 from Solar Farm Funding.

These headings do not analyse any profit or deficit against the Allotment or Sports Field account, as historically reported (although they do on the detailed budget spreadsheet) please see below the following figures for the analysis:

Allotments:

Income 2025/26	£3,310.00
Expenditure 2025/26	£2,214.00
Difference 2025/26	£1,096.00

This will inform the Asset Management Committee when considering whether the allotment rent should be increased from 1st October 2025.

Bowerhill Sports Field:

Income 2025/26	£27,937.00
Left over pitch maintenance grant received in 24/25 held in reserves	£ 4,452.00
Expenditure 2025/26	£50,613.00
Difference 2025/26	- £18,224.00

In the 2024/25 financial year, the parish council received £14,452 from the Football Foundation for pitch improvements. As previously detailed, the grant needs to be fully used within a year of receiving the funding in order to receive the second year's grant funding. As the funding was only received in August 2024, and improvement works didn't start until October 2024, the council is estimating that £10,000 will be spent from the grant in the current year, leaving £4,452 in a reserve at year end. The council is estimating that the remainder of the first year's grant (£4,452) will be used in the first quarter of the 2025/26 financial year, which will be taken from the reserve. The council is expecting to receive £14,452 again from the Football Foundation for the second year's grant in the 2025/26 financial year, which is reflected in the estimated income in this analysis.

The above analysis shows the parish council's ongoing commitment to subsidise this facility as a community asset from the precept.

b) Virements against Budget for 2024/2025.

There were no virements to be made for 2024/25.

Recommendation: The parish council make no virements for 2024/25.

c) Recommend Budget for 2025/2026.

The council recommended the budget for 2025/26 as per above.

361/24 Precept:

a) "Town & Parish Councils Council Tax Factsheet" October 2024

Members noted the "Town & Parish Council: Council Tax Factsheet".

b) Confirmed Taxbase number for 2025/26:

Members noted the tax base number for 2025/26 of 2980.90.

c) Parish Council Precept for 2025/2026.

For the forthcoming financial year 2025/26 the following Precept calculation was made. **Expenditure less Income = Precept**

Expenditure

Allotments	£ 2,214.00
Sports Field	£ 50,613.00
General	<u>£422,983.50</u>
Total Expenditure	£475,810.50

Plus: Funds put into Reserves	£162,021.68
TOTAL	£637,832.18

Income

Allotments	£ 3,310.00
Sports Field	£ 27,937.00
General	<u>£181,218.68</u>
Total Income	£212,465.68

Plus: Spending from reserves	£140,231.50
TOTAL	£352,697.18

Shortfall to fulfil with Precept £285,135.00

It was noted that the precept for the current year (2024/25) was £261,592 with a taxbase of 2908.62 which meant that the average contribution for an average band D was £89.94.

Recommendation: The Finance Committee recommend a precept of £285,135.00 for 2025/26 against a taxbase of 2980.90. This is an increase of £23,543 (9%) on last year's precept. An average band D household will be contributing £95.65 for the year, an additional £5.71 on last year, which is a rise of 6.35%.

362/24 Investment Policy:

Members reviewed the investment policy. The Clerk explained that she had updated the policy using "tracked changes" to reflect what the parish council currently did. Under banking arrangements, item 1iii) was updated to state that a buffer of £5,000 is left in each current account. An additional clause was added that stated, '*An instant access account that provides interest is to be maintained for cashflow; with the bulk of funds to be invested in the Public Sector Deposit Fund (PSDF) with the CCLA (Charities, Churches and Local Authorities Investment Management Ltd).*' Members agreed with the changes as detailed above.

Recommendation: The parish council approve the additions to the investment policy as detailed above.

a) Feedback from internal audit visit

It was noted that the first internal audit visit for the current financial year took place on Wednesday 18th December 2024, and went well overall, with five observations and recommendations made by the auditor. It was noted that one of the observations was that the risk register had not been reviewed yet in the current financial year, which was an item that members were due to review this evening.

The auditor highlighted during his visit that he had seen the current grass cutting and bin emptying contract being advertised but could not see any record of it on Contracts Finder. The Clerk explained that it was understood that the council did not need to advertise the contract on Contracts Finder, and this was the understanding when she took professional advice on the matter. The auditor confirmed that once a contract was advertised on the council's website, it becomes a public contract and must be advertised on the government's Contract Finder website under the Public Contracts Regulations 2015. He has made two observations in his report regarding this. This was a matter that was going to be considered under the next agenda item.

Another observation in the report was regarding a data protection impact assessment for all of the council's CCTV systems. The Clerk advised that officers had drafted an assessment for the CCTV; however, it had not yet been presented to the council for approval, which would happen in due course. This assessment is about ensuring that the council's use of CCTV is justified and proportionate, which needs to be detailed in the assessment.

During the visit the auditor noted that the Berryfield Village Hall lease was for a long duration, 125 years. He advised that the council should seek advice from their solicitors as to whether this lease counts as a technical disposal of land. The auditor also queried with officers whether the lease had been registered with the land registry. The Clerk advised that the lease process was undertaken through the council's solicitors, so would need to clarify this with them.

Although the council's bank reconciliations have been subject to regular independent review, the auditor noted that in the council's financial regulations under 2.6 it stated the following: *"At least once in each quarter, and at each financial year end, the bank reconciliations for all accounts are presented to the Full Council for review and the two non-finance committee members appointed by the council will sign and date them at this meeting. The signing of the bank reconciliations and statements will be reported in the Full Council minutes."* Once a quarter the bank reconciliations are provided to the Full Council for review and are included in the agenda pack; however, they are not signed by two non-finance committee members as detailed in the financial regulations. In addition, the two finance committee members who are authorising the payment run review and sign off the previous month's bank reconciliation. The auditor advised that he did not have any issue with the council's current process but has recommended that the financial regulations be amended to align with the council's current procedures. This was an item to review at this evening's meeting.

b) Revised Tender arrangements for current grass cutting tender:

The Clerk advised that following the advice from the internal auditor, officers had published the grass cutting and bin emptying contract on the Contracts Finder website on the 18th of December. The deadline for the tenders was Friday 10th January; however, it was felt that because the contract had only been posted on Contracts Finder on 18th December it was reasonable to extend the tender deadline to 20th January. The Clerk had spoken to Councillor Glover (as both Council and Finance Committee Chair), who agreed with this way forward. The Clerk advised that the advice from NALC (National Association of Local Councils) was not wrong, but it was what they had not said that was the issue. She had gone back to NALC on this matter.

The Clerk explained that the council could overturn the decision made by officers and stop the tender process if they were unhappy with the arrangements made. She advised that due to the timeframes involved and the fact that this new information came to light just before Christmas, she was unable to call an extraordinary council meeting for the council to make a decision in time, bearing in mind the original tender deadline was 10th January. As a matter of priority, the Clerk made the decision to extend the deadline. Members supported this decision.

Recommendation: The council approve the decision made by the Clerk to extend the tender deadline to midday on Monday 20th January 2025, following new information received.

c) Amend Financial Regulations regarding signatories on Bank Reconciliations to match current practice:

As already explained under the internal auditor feedback agenda item, the auditor had recommended that the council review their finance regulations and amend them as appropriate to match current practices. It was noted that under clause 2.6 in the financial regulations, it stated that two non-finance councillors sign and date the bank reconciliations, which is not the current process. The Clerk suggested that this clause should be amended to state that *“At least once in each quarter, and at each financial year end, the bank reconciliations for all accounts are presented to the Full Council for review and **two finance committee members** will sign and date them.”* This is the current procedure that the council undertakes. Members agreed with the amendment.

Recommendation: The parish council amend the financial regulations as detailed above.

364/24 Government consultation on Local Audit Reform:

Members discussed the government consultation on Local Audit Reform. As part of the plan, the government is seeking to legislate to simplify the system and bring as many audit functions as possible into one body. Councillor Glover explained that he had reviewed this document and felt that what was detailed in there was good in principle. He explained that some of the questions that need to be

answered were not applicable to the parish council and felt that the other questions could be delegated to the Clerk. Members agreed with this way forward.

Recommendation: The Clerk to draft a parish council response to the government consultation on Local Audit Reform and bring to the next Full Council meeting for approval.

365/24 Risk Register:

This item was held in closed session.

As members were aware, the risk register must be reviewed each year and was detailed as an advisory on the recent internal auditor report. The Clerk advised that she didn't believe that anything had changed regarding the rated risk on any item as there had not been a change in circumstances since the last time the council reviewed the document. Officers had updated the risk register in tracked changes to bring the document up to date with the council's current practices. Members agreed with the changes made in the risk register and did not feel that any more changes were required.

Recommendation: The council approve the risk register with the tracked changes as detailed by officers.

Meeting closed at 9.48pm

Signed.....
Chairman, Monday 27th January 2025

4. Budget and precept

- 4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2** Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary changes impacting on their budget requirement for the coming year in good time.
- 4.3** No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4** Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward with the formal approval of the full council.
- 4.5** Each committee (if any) shall review its draft budget and submit any proposed amendments to the council finance committee not later than the end of November each year.
- 4.6** The draft budget with any committee proposals and forecast for the year end, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the Full Council.
- 4.7** Having considered the proposed budget and year end forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9** The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10** The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11** Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

GUIDANCE FOR PARISH AND TOWN COUNCILS ON RECEIVING AND THE USE OF CIL FUNDS 2025

Introduction

The Community Infrastructure Levy (CIL) was adopted by Full Council on 12 May 2015, with an implementation date of 18 May 2015. This means Wiltshire Council became a charging authority for CIL, and any planning decisions made on or after 18th May 2015 could be liable for a CIL contribution.

Charging authorities (Wiltshire Council) are required to pass a proportion of CIL receipts to Parish and Town Councils from developments that take place in their areas.

- Where a neighbourhood plan has been made and adopted - 25% of CIL receipts
- Where a neighbourhood plan has not been made and been adopted - 15% of CIL receipts

What is the maximum amount that can be paid to town & parish councils in any financial year?

- Where a neighbourhood plan is made and adopted 25% of CIL receipts collected in a financial year are passed on to the town or parish council where the development has occurred.
- Where no neighbourhood plan is made and adopted 15% of CIL receipts up to a *maximum* amount can be transferred to town & parish councils in a financial year where the development has occurred. The maximum amount will be capped to £100 per council tax dwelling per calendar year multiplied by the index rate for the year that it is paid to the Parish/Town Council divided by the index rate for 2015, in line with the CIL Regulations calculation, i.e.

$$£100 \times N \times \frac{I_y}{I_o}$$

where—

- I_y is the index figure for the calendar year in which the amount is passed to the parish council
- I_o is the index figure for 2015 and
- N is the number of dwellings in the area of the parish council.

Annex A sets out the maximum amount that can be paid to each Parish and Town Council in Wiltshire who do not have a made and adopted Neighbourhood Development Plan in place.

Please note the Neighbourhood Plan must be **made** prior to the CIL monies being received by the local authority in order for the Town/Parish Council to benefit from the 25% levy payment.

When the CIL Receipts will be paid to Parish and Town Councils

CIL receipts are to be paid to Parish and Town Councils on a monthly basis after the funds have been paid by the developer. Payments will be sent at the end of the month. Our finance team will send remittance advice slips confirming payments sent to parish and town councils.

However, Parish and Town councils are able to check the [Con29 spreadsheet](#) online for basic information on CIL Liabile developments.

In addition, Wiltshire Council is required to monitor CIL income and expenditure on an annual basis and publish this information on its website.

Please note that the initial CIL payment due may be subject to change if it is subsequently determined that the development is deemed to be entitled to self-build exemption and/or social housing exemption. This may depend on a change in the assumption of liability.

As the developer has 3 years to implement a planning permission and the large amounts of CIL Liabilities can take up to 2 years to be paid in full, please be aware it may take up to 5 years for all the of the CIL Liabilities to be paid and passed to the Town/Parish Councils.

CIL Regulations allow the Charging Authority (Wiltshire Council) to make and implement a CIL Liability Payments Policy which is shown in the table on the following page.

What can the CIL Receipts be spent on by town and parish councils?

CIL Regulations state that this proportion of funds must be used *'to support the development of the local area by funding*

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure; or*
- (b) Anything else that is concerned with addressing the demands that development places on an area.'*

This gives Parish and Town Councils considerable freedom to spend their proportion of CIL on things that address the impacts of developments on the area.

Examples include:

- Improvements to village halls, playparks, footpaths, streetlights etc.
- Preparation of a Neighbourhood Development Plan (providing it addresses the demands that development places on the area)
- Planning Application Fees – monies can be used towards a planning application fee that relates to community proposals.

Please contact the CIL Team at Wiltshire Council - cilands106@wiltshire.gov.uk if you are in any doubt about how you should spend the funds.

What happens if a town or parish does not spend its CIL money within 5 years?

If a Parish/Town Council has failed to spend their CIL funds within 5 years of receipt or has not applied the funds in accordance with the CIL Regulations, then Wiltshire Council can serve a notice on the Parish/Town Council requiring it to repay some or all of the receipts paid. Wiltshire Council will be required to spend any recovered funds in the Parish/Town Council's area.

Reporting on CIL Income & Expenditure

Parish and Town Councils that receive CIL must prepare an annual report detailing CIL funds received and spent.

The deadline for providing the CIL annual expenditure report for financial year 2024 - 2025 to Wiltshire Council is 27th June 2025. The report should be emailed to:

Cilands106@wiltshire.gov.uk

To ensure transparency Parish and Town Councils must publish the following information each financial year:

- Total CIL receipts;
- Total expenditure;
- A summary of what the CIL was spent on;
- Total amount of receipts retained at the end of the reported year from that year and previous years.

Reports can be combined with reports already produced by Parish and Town Councils and should be placed on your websites and a copy of the report should be sent to the following email address at Wiltshire Council Cilands106@wiltshire.gov.uk

Wiltshire Council has the following CIL Payments Policy:

Total CIL Liability	Instalments	Payment Period
Up to £35,000	1	100% payable within 60 days of commencement of development
£35,000 - £250,000	3	30% payable within 60 days of commencement of development 35% payable within 180 days of commencement of development 35% payable within 360 days of commencement of development
£250,000 - £500,000	3	30% payable within 60 days of commencement of development 35% payable within 360 days of commencement of development 35% payable within 540 days of commencement of development
Over £500,000	3	30% payable within 60 days of commencement of development 35% payable within 420 days of commencement of development 35% payable within 660 days of commencement of development (or upon completion of development if earlier)

Further details

If you have any queries, please contact Community Infrastructure Levy Technical Support Officer by emailing cilands106@wiltshire.gov.uk.

Annex A – Maximum CIL receipts Parish Councils without a Made and Adopted Neighbourhood Development Plan can receive from 1st January 2025 to 31st December 2025

In areas that do have a Made and Adopted Neighbourhood Development Plan the amount to be paid will be 25% with no cap and therefore will not be shown below.

Parish	No. of Dwellings	Max CIL/annum
Aldbourn Parish Council	824	£124,234
Alderbury Parish Council	1055	£159,062
All Cannings Parish Council	267	£40,255
Allington Parish Council	235	£35,431
Alton Parish Council	118	£17,791
Alvediston Parish Council	45	£6,785
Amesbury Town Council	5889	£887,880
Ansty Parish Council	67	£10,102
Atworth Parish Council	531	£80,058
Avebury Parish Council	250	£37,692
Barford St Martin Parish Council	274	£41,311
Baydon Parish Council	280	£42,215
Beechingstoke Parish Council	68	£10,252
Berwick Bassett & Winterbourne Monkton Parish Council	19	£2,865
Berwick St James Parish Council	80	£12,062
Berwick St John Parish Council	129	£19,449
Berwick St Leonard Parish Council	23	£3,468
Biddestone Parish Council	259	£39,049
Bishops Cannings Parish Council	1564	£235,803
Bishopstone Parish Council	274	£41,311
Bishopstrow Parish Council	71	£10,705
Bowerchalke Parish Council	177	£26,686
Box Parish Council	1986	£299,428
Boyton Parish Council	79	£11,911
Bratton Parish Council	550	£82,923
Braydon Parish Council	28	£4,222
Brinkworth Parish Council	571	£86,089
Britford Parish Council	238	£35,883
Broad Hinton & W/Bourne Bassett Parish Council	338	£50,960
Broad Town Parish Council	257	£38,748
Bromham Parish Council	846	£127,551
Broughton Gifford Parish Council	387	£58,348
Bulford Parish Council	1898	£286,160
Bulkington Parish Council	113	£17,037
Burcombe Parish Council	67	£10,102
Buttermere Parish Council	26	£3,920
Castle Combe Parish Council	171	£25,782
Chapmanslade Parish Council	357	£53,825

Please make sure the red box equals the amount on your precept return.

Please follow the link below and check your contact details are the same as last year. If they have changed, p
[Town and parish spending - Wiltshire Council](#)

Melksham Without		
Please complete these boxes ONLY if different from last letter to Wiltshire Council website to view latest inform		
Address:	First Floor, Melksham Community Campus, Market Place	
Telephone:	01225 705700	
e-mail:	clerk@melkshamwithout-pc.gov.uk	
website:	www.melkshamwithout-pc.gov.uk	
Expenditure	2025/26 (£)	2024/25 (£)
Administration	193,028	170,543
Parish Amenities	153,951	236,811
Community Support	128,832	85,696
Total gross expenditure	475,811	493,050
Less		
Income	212,466	215,512
Use of reserves	-21,790	15,946
	0	0
Budget requirement (precept)	285,135	261,592

Any queries please call Tina Winfield 01225 718584 or e-mail financialplanning@wiltshire.gov.uk

Interim audit summary Melksham Without Parish Council

(shaded Internal Control Objectives are not applicable to your Council)



Audit 1 Date 18 December 2024

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.	-	6	6	-	-	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	3	40	35	2	2	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	-	8	6	2	2	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1	16	15	-	-	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	5	26	21	-	1	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	-	-	-	-	-	
Box G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	-	-	-	-	-	
Box H	Asset and investments registers were complete and accurate and properly maintained.	-	-	-	-	-	
Box I	Periodic bank account reconciliations were properly carried out during the year.	1	7	5	1	1	
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	-	2	2	-	-	
Box K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	-	-	-	-	-	
Box L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	-	1	1	-	-	
Box M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	-	5	5	-	-	
Box N	The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	-	7	7	-	-	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	-	-	-	-	-	
Totals		10	118	103	5	6	-



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

3rd January 2025

Dear Teresa,

Interim Internal Audit

An audit was carried out by Kevin Rose on Wednesday 18 December 2024. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 207 items. A total of 118 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. A balance of 89 items remain to be tested.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Petty cash (Box F)
- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

Of the 108 applicable items tested a Positive response was obtained in respect of 103 tests. There were 5 Negative responses identified and 6 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

IAC Audit & Consultancy Ltd.

Registered in England No 09753929 VAT Reg No 220 6715 38

23 Westbury Road, Yarnbrook, Wiltshire, BA14 6AG

Email: admin@audit-iac.com Tel: 01225 775511

Summary of tests undertaken during this audit

Positive response	103
Negative response	5
Not Applicable to your Council	10
Total tests carried out	118

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

One matter that I would particularly like to draw to the Council's attention is the review of Risk. It is a requirement of the Annual Governance Statement and Annual Internal Audit report to confirm that a review of Risk has been carried out during the financial year. As at the date of this interim audit this has not yet been done. The Council must ensure that such a review is conducted and formally recorded in the Minutes prior to the end of the financial year.

I would also specifically draw the Council's attention to the procurement arrangements in respect of the grass cutting contract which, at the time of the interim audit visit, did not comply with the requirements of the Public Contract Regulations. The Council will, as a priority, need to review these arrangements and ensure that they do comply prior to the award of any contract.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Melksham Without Parish Council
Financial Year 2024-25



IAC Audit and Consultancy Ltd

Visit 1 Internal Audit Observations

Audit date: 18 December 2024

B *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have tenders been obtained as set out in Financial Regulations?	No	<i>See below.</i>	The Council to review the tender process and confirm compliance with its Financial Regulations, if appropriate the Council to formally Minute its approval of the tender arrangements made outside of the requirements of Financial Regulations. In future the Council to ensure that it complies with the requirements of the Regulations.	High	
2	Has the Council complied with the requirements of the Public Contract Regulations?	No	<p><i>The Council is currently advertising a contract for the provision of grass cutting, the value of which exceeds the £25,000 (£30,000 including VAT) threshold set in the Public Contracts Regulations. (The value of a contract is determined by the annual value multiplied by the term of the contract.)</i></p> <p><i>The Council has advertised this contract on the Councils website, this means that the contract is a 'Public' contract and must be procured in accordance with the Public Contract Regulations.</i></p>	<p>The Council, as priority, to review the arrangements for the procurement of grass cutting services and ensure the process is in accordance with both the Councils Financial Regulations and the requirements of the Public Contract Regulations. (A copy of Lord Youngs Guidance on the Public Contract Regulations has been provided to the Clerk).</p> <p>The Council to note that a failure to comply with the Public Contract Regulations will result in a Negative response on the Annual Internal Audit Report.</p>	High	

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	<i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk. (It was previously reviewed in January 2024.)</i>	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	

2	Has the Council carried out necessary risk assessment in respect of any CCTV systems in use (if so does the Council have a copy on file)?	No	<i>It is unclear whether the Council has in place a Data Protection Impact Assessments for its CCTV cameras.</i>	Council to review and confirm whether it has in place impact assessments for its CCTV cameras.	High	
---	---	----	--	--	------	--

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	If the Council receives income under leases, are the lease agreements current?	Yes	<i>The Council is party to a long lease of a village hall. It is unclear a) whether this long lease qualifies as a technical disposal b) whether this lease has been registered with the land registry</i>	Council to seek confirmation from their solicitors as to whether the lease counts as a technical disposal of land, and whether the lease is required to be registered with the land registry.	Medium	

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Bank reconciliation have been subject to independent review (not by a bank signatory). (Interim)	No	<i>Bank reconciliation have been subject to independent review, but the process of review does not conform to the requirements of Financial Regulation 2.6.</i>	The Council to review its compliance with Financial Regulation 2.6. If appropriate the Council to amend either its process, or its Financial Regulations, so that the process and Regulation correspond.	Medium	

Receipts for Month 9				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		5,472.08					5,472.08
V4283-BACS	Banked: 02/12/2024	6.00					
V4283-BACS	BASRAG	6.00			1130	110	6.00 Inv.471-Xmas flyer photocopy
V4284	Banked: 04/12/2024	242.50					
V4284	Future of Football FC	242.50			1210	210	242.50 Inv.466- Bookings Nov 24
V4285	Banked: 04/12/2024	450.00					
V4285	Future of Football FC	450.00			1210	210	450.00 Inv.472-Dec 24 bookings
V4286	Banked: 09/12/2024	80.00					
V4286	Allotment Holder	80.00			1320	310	80.00 Rent plot 19 Briansfield
V4287	Banked: 11/12/2024	69.00					
V4287	Pilot FC	69.00			1210	210	69.00 Inv.465 (Part) 30th Nov Match
Total Receipts for Month		847.50	0.00	0.00			847.50
Cashbook Totals		6,319.58	0.00	0.00			6,319.58

Payments for Month 9				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>
16/12/2024	Daisy (One Bill)	V4271-DD	45.29		7.55	4190	120	37.74	Inv.739-Campus Office line & w
16/12/2024	Daisy (Onebill)	V4272-DD	45.29		7.55	4384	220	37.74	Inv.658-Pavilion line & wifi
31/12/2024	Lamplight	V4273-DD	57.00		9.50	4686	170	47.50	Inv.153-MCS Database hosting
Total Payments for Month			147.58	0.00	24.60			122.98	
Balance Carried Fwd			6,172.00						
Cashbook Totals			6,319.58	0.00	24.60			6,294.98	

Receipts for Month 9					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		33,070.68					33,070.68	
V4279	Banked: 03/12/2024	2,105.23						
V4279	CCLA Investment Management Ltd	2,105.23			1080	110	2,105.23	Interest
Banked: 16/12/2024		12,000.00						
V4278-TRAN	CCLA	12,000.00			240		12,000.00	Transfer- CCLA TO Unity
Total Receipts for Month		14,105.23	0.00	0.00			14,105.23	
Cashbook Totals		47,175.91	0.00	0.00			47,175.91	

Payments for Month 9					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/12/2024	Grist Environmental	V4274-DD	105.96		17.66	4770	220	88.30	Inv.682-B'hill waste away
13/12/2024	EDF Energy	V4275-DD	530.20		25.25	4302	220	504.95	Inv.01- Pavilion electricity
16/12/2024	Lloyds Bank PLC	V4277-DD	289.49		44.85	4120	120	3.30	Full Council agenda pack posta
						4150	120	24.79	Council Xmas cards
						4175	120	24.97	Adobe pro subscription
						4190	120	36.90	Office phone charges
						4175	120	88.20	Office 365 subscription
						4120	120	4.09	Postage-return of item
						4175	120	30.90	Office 365 upgrade x3
						4120	120	3.35	Planning agenda notice
						4175	120	5.50	Website hosting
						4120	120	6.65	Full Council pack and notices
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
19/12/2024	Agilico	V4248-BACS	45.38		7.56	4130	120	37.82	Inv.1277162-Office photocopyin
19/12/2024	Aquasafe Environmental Ltd	V4249-BACS	390.00		65.00	4212	220	125.00	Inv.109-Pavilion PPM Visit
						4576	142	200.00	Inv.109-Chlorination- Fountain
19/12/2024	Elan City	V4250-BACS	716.40		119.40	4540	142	597.00	Inv.110-SID#2 Warranty extensi
19/12/2024	Glasdon U.K Limited	V4251-BACS	319.48		53.25	4721	220	266.23	Inv.872-Top soil storage bin
19/12/2024	JH Jones & Sons	V4252-BACS	114.00		19.00	4590	142	95.00	Inv.4722-Relocation-Kestrel NB
19/12/2024	JH Jones & Sons	V4253-BACS	2,376.56		396.09	4402	320	69.47	Inv.4713-Allotment grass cutti
						4400	142	477.98	Inv.4713-Play Area grass cutti
						4780	142	187.84	Inv.4713-Play Area bin emptyin
						4781	220	91.92	Inv.4713-JSF Bin emptying
						4401	220	856.84	Inv.4713-JSF Pitch Maintenance
						4409	142	188.65	Inv.4713-Hornchurch grass cutt
						4405	220	49.44	Inv.4713-JSF Hedge
						4820	142	37.50	Inv.4713-SHF Grass
						347	0	-37.50	Inv.4713-SHF Grass
						6000	142	37.50	Inv.4713-SHF Grass
						4402	320	20.83	Inv.4713-BSF Hedge
19/12/2024	JH Jones & Sons	V4254-BACS	463.20		77.20	4540	142	386.00	Inv.4735-SID Deployment
19/12/2024	JH Jones & Sons	V4255-BACS	624.00		104.00	4590	142	520.00	Inv.4674-Memorial bench instal
19/12/2024	Radcliffe Fire Protection Ltd	V4256-BACS	104.76		17.46	4212	220	87.30	Inv.35269-PAT Testing office
19/12/2024	Tollgate Security Ltd	V4257-BACS	186.00		31.00	4212	220	155.00	Inv.613- Alarm monitoring upgr
19/12/2024	Wiltshire Council	V4259-BACS	3,093.25			4270	140	3,093.25	4820 Office rent-1.1.25- 31.3.2

Continued on Page 240

Payments for Month 9				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/12/2024	Wiltshire Publications Ltd	V4260-BACS	636.00		106.00	4680	170	530.00	NHP submission advert
19/12/2024	Wiltshire Pension Fund	V4261-BACS	1,625.93			4045	130	1,226.68	Period 9- December 2024
						4000	130	259.07	Period 9- December 2024
						4010	130	140.18	Period 9- December 2024
19/12/2024	HM Revenue & Customs	V4262-BACS	2,016.97			4041	130	684.70	Period 9- December 2024
						4000	130	500.60	Period 9- December 2024-T
						4000	130	220.95	Period 9- December 2024-NI
						4010	130	245.80	Period 9- December 2024-T
						4010	130	109.52	Period 9- December 2024-NI
						4010	130	12.00	Period 9- December 2024
						4460	142	201.80	Period 9- December 2024
						4800	320	11.20	Period 9- December 2024
						4070	120	30.40	Period 9- December 2024
19/12/2024	AK Urbanism	V4263-BACS	2,070.00		345.00	4680	170	1,725.00	Inv.01-Planning & master plan
19/12/2024	AK Urbanism	V4264-BACS	7,470.00		1,245.00	4680	170	6,225.00	Inv.02-two stages of work-NHP
19/12/2024	John Glover	V4269-BACS	45.60			4070	120	45.60	December Chairs Allowance
19/12/2024	Shaw Village Hall	V4270-BACS	64.00			4200	120	64.00	Annual Parish room hire
24/12/2024	EDF Energy	V4276-DD	42.87		2.04	4302	220	40.83	Inv.02-Pavilion electricity
27/12/2024	Teresa Strange	V4265-BACS				4000	130		December 2024 salary
27/12/2024	Marianne Rossi	V4266-BACS			1.67	4010	130		December 2024 Salary
						4370	120	8.33	Dishwasher tablets
						4120	120	3.30	Planning agenda notice postage
						4250	120	14.00	Land Search fee CAWS CEG
						4250	120	7.00	Land Search fee CAWS CEG
						4250	120	14.00	Land Search Fee-Whitworth P/A
27/12/2024	Terry Cole	V4267-BACS				4460	142		December 2024 Salary
						4050	142	47.50	Travel Allowance
27/12/2024	David Cole	V4268-BACS				4800	320		December 2024 Salary
31/12/2024	Unity Trust Bank	V4280	1.20			4140	120	1.20	Manual Handling charge
31/12/2024	Unity Trust Bank	V4281	10.80			4140	120	10.80	Service Charge
Total Payments for Month			28,980.32	0.00	2,677.43			26,302.89	
Balance Carried Fwd			18,195.59						
Cashbook Totals			47,175.91	0.00	2,677.43			44,498.48	

Receipts for Month 9		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 9				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 9				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		21,677.95					21,677.95
V4282-INTE	Banked: 31/12/2024	145.18					
V4282-INTE	Unity Trust Bank	145.18			1080	110	145.18 Bank Interest
Total Receipts for Month		145.18	0.00	0.00			145.18
Cashbook Totals		21,823.13	0.00	0.00			21,823.13

Payments for Month 9				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			21,823.13						
Cashbook Totals			21,823.13	0.00	0.00			21,823.13	

Receipts for Month 9				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount
Balance Brought Fwd :		589,000.00					589,000.00
Banked:		0.00					
			0.00				0.00
Total Receipts for Month		0.00	0.00	0.00			0.00
Cashbook Totals		589,000.00	0.00	0.00			589,000.00

Payments for Month 9				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>
16/12/2024	Unity Bank	V4278-TRAN	12,000.00			220		12,000.00	Transfer- CCLA TO Unity
Total Payments for Month			12,000.00	0.00	0.00			12,000.00	
Balance Carried Fwd			577,000.00						
Cashbook Totals			589,000.00	0.00	0.00			589,000.00	

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	General Account Income								
1.1076	Precept	245,271	261,592	261,592	0			100.0%	
1080	Bank Interest Received	15,600	14,431	20,000	5,569			72.2%	
1100	Grants and Donations RCVD	3,000	1,500	20,500	19,000			7.3%	
1120	Shaw VH and Playing Field-Rent	20	10	20	10			50.0%	
1130	Photocopying and YE Account Sa	52	45	50	5			89.7%	
2.1140	Solar Farm Community Fund	17,547	18,021	17,547	(474)			102.7%	
1155	Refreshment contribution	150	0	120	120			0.0%	
	General Account Income :- Income	281,641	295,599	319,829	24,230			92.4%	0
	Net Income	281,641	295,599	319,829	24,230				
6001	less Transfer to EMR	17,547	0						
	Movement to/(from) Gen Reserve	264,093	295,599						
120	Administration costs								
4070	Chairs Allowance	994	628	966	338		338	65.0%	
1.4080	Members Training	45	90	100	10		10	90.0%	
4090	Members Expenses	0	0	50	50		50	0.0%	
2.4100	Audit Fees	2,890	(735)	2,930	3,665		3,665	(25.1%)	
3.4110	Elections	767	(767)	0	767		767	0.0%	
4120	Postage	893	639	840	201		201	76.1%	
4.4130	Photocopying	1,057	467	780	313		313	59.9%	
5.4140	Bank Charges	157	124	150	26		26	82.8%	
4150	Admin and Stationery	952	563	800	237		237	70.3%	
4155	Refreshments Comm Events	214	274	350	76		76	78.2%	
4160	Minute Books Binding	0	0	400	400		400	0.0%	
4175	Email & Cloud hosting	1,209	1,146	1,300	154		154	88.2%	
4180	IT Support	0	0	200	200		200	0.0%	
6.4185	Accountancy Support	1,051	357	880	523		523	40.6%	
4190	Telephone/Broadband/Line Rent	858	707	980	273		273	72.2%	
7.4200	Room Hire/Zoom	156	168	200	32		32	84.0%	
4210	Safety/PAT Check	84	0	90	90		90	0.0%	
4220	Chairman's Brd/Chain of Office	0	0	100	100		100	0.0%	
8.4230	Advertising	297	130	150	20		20	86.8%	
4240	Quarterly Newsletter	495	530	2,280	1,750		1,750	23.2%	
9.4250	Land Search Fee	79	47	50	3		3	94.0%	
4351	New Equip & Furniture	2,186	0	0	0		0	0.0%	
10.4370	Cleaning Materials	49	48	50	2		2	95.2%	
4390	Professional Services	3,000	1,198	0	(1,198)		(1,198)	0.0%	
4391	GDPR Compliance	35	35	35	0		0	100.0%	
	Administration costs :- Indirect Expenditure	17,465	5,649	13,681	8,032	0	8,032	41.3%	0
	Net Expenditure	(17,465)	(5,649)	(13,681)	(8,032)				
6000	plus Transfer from EMR	5,854	0						

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(11,611)	(5,649)						
130 Staffing								
4000 Clerk's Salary							70.8%	
4010 Finance & Amenities Officer Sa							77.9%	
4020 Parish Officer Salary							47.3%	
4041 NI - EmployER	10,192	7,677	13,000	5,323		5,323	59.1%	
4045 Superannuation - EmployER	19,455	14,133	23,000	8,867		8,867	61.4%	
4048 Office Staff Mileage & Parking	12	0	50	50		50	0.0%	
4055 Staff Training	435	225	500	275		275	44.9%	
4065 HR	0	450	0	(450)		(450)	0.0%	
Staffing :- Indirect Expenditure	128,853	94,223	144,822	50,599	0	50,599	65.1%	0
Net Expenditure	(128,853)	(94,223)	(144,822)	(50,599)				
6000 plus Transfer from EMR	12,321	0						
Movement to/(from) Gen Reserve	(116,532)	(94,223)						
140 Council Office Costs								
11. 4270 Office Rent - Campus	11,035	12,039	12,040	1		1	100.0%	
Council Office Costs :- Indirect Expenditure	11,035	12,039	12,040	1	0	1	100.0%	0
Net Expenditure	(11,035)	(12,039)	(12,040)	(1)				
142 Parish Amenities								
1440 Shurnhold Fields Income	0	0	12,500	12,500			0.0%	
1460 Insurance Claim	1,011	0	0	0			0.0%	
1470 Berryfield Village Hall Reimbu	4,210	394	820	426			48.1%	
1475 Room Hire Reimburse	60	0	0	0			0.0%	
1490 Memorial Street Furniture	900	942	0	(942)			0.0%	
Parish Amenities :- Income	6,181	1,337	13,320	11,983			10.0%	0
12. 4049 Defibrillator	4,288	3,674	3,800	126		126	96.7%	
4050 Caretaker Travel Allowance	570	428	570	143		143	75.0%	
4051 Caretaker Mileage & Parking	578	414	600	186		186	68.9%	
13. 4281 Insurance	3,611	4,296	3,835	(461)		(461)	112.0%	
14. 4385 Play Area Safety Surface Clean	0	4,550	2,900	(1,650)		(1,650)	156.9%	
4400 Play Area - Grass Cutting	4,986	3,824	5,040	1,216		1,216	75.9%	
4409 Hornchurch Road Public Open Sp	2,156	1,509	2,264	755		755	66.7%	
4410 ROSPA Inspections	1,636	796	1,700	904		904	46.8%	
4415 Tree Inspections and Work	2,146	0	0	0		0	0.0%	
4420 St Barnabas Annual Rent	89	0	10	10		10	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 Caretaker Salary							75.5%	
4490 Repair & Maintenance - Parish	2,274	80	0	(80)		(80)	0.0%	
15. 4500 Weedspraying	3,438	1,619	3,500	1,881		1,881	46.3%	
4510 LHFIFG Contributions	4,460	0	10,300	10,300		10,300	0.0%	
16. 4540 Speed Indicator Device	405	3,220	5,200	1,981		1,981	61.9%	
4545 New Bus Shelter	4,095	0	22,500	22,500		22,500	0.0%	
4560 Shaw & Whitley Flood Resource	104	258	550	292		292	46.8%	
4575 Play Areas	13,331	37,940	75,000	37,060		37,060	50.6%	
4576 Drinking Water Fountains	875	840	4,200	3,360		3,360	20.0%	
4582 New Berryfield Village Hall Pr	18,760	0	0	0		0	0.0%	
4583 PWL Capital Payment	335,983	0	0	0		0	0.0%	
4584 PWL Interest Payment	2,166	0	0	0		0	0.0%	
4590 Street Furniture	1,321	1,765	3,000	1,235		1,235	58.8%	
17. 4600 Bus Shelters Cleaning	300	0	840	840		840	0.0%	
18. 4780 Play Area - Bin Emptying	1,605	1,503	1,213	(290)		(290)	123.9%	
4785 Replacing Wiltshire Council bi	359	0	1,500	1,500		1,500	0.0%	
4820 Shurnhold Fields Project	3,907	846	10,400	9,554		9,554	8.1%	846
4825 Shurnhold Fields CAPITAL Expen	0	0	30,000	30,000		30,000	0.0%	
Parish Amenities :- Indirect Expenditure	424,351	76,213	200,379	124,166	0	124,166	38.0%	846
Net Income over Expenditure	(418,170)	(74,876)	(187,059)	(112,183)				
6000 plus Transfer from EMR	377,421	846						
Movement to/(from) Gen Reserve	(40,749)	(74,030)						
<u>170 Community Support</u>								
1480 Neighbourhood Plan Income	2,752	1,952	0	(1,952)			0.0%	
1485 Grants	5,000	0	0	0			0.0%	
Community Support :- Income	7,752	1,952	0	(1,952)				0
4610 Section 137 Grant	18,190	18,273	17,000	(1,273)		(1,273)	107.5%	
4620 Village Hall Grants	16,300	19,050	20,000	950		950	95.3%	
19. 4630 Other Grants (TIC - Section 14	600	5,600	700	(4,900)		(4,900)	800.0%	
4650 Subscriptions	2,103	1,397	1,935	538		538	72.2%	
4670 Melks Public Toilets Contrib	5,000	0	5,000	5,000		5,000	0.0%	
20. 4675 Real Time Information- Bus She	8,605	(2,868)	20,200	23,068		23,068	(14.2%)	
21. 4680 Neighbourhood Plan	10,374	18,769	1,000	(17,769)		(17,769)	1876.9%	
4685 Melksham Community Support	14,141	9,000	12,000	3,000		3,000	75.0%	
4686 Melksham Emergency Support	340	692	7,861	7,169		7,169	8.8%	
Community Support :- Indirect Expenditure	75,653	69,913	85,696	15,783	0	15,783	81.6%	0
Net Income over Expenditure	(67,901)	(67,960)	(85,696)	(17,736)				
6000 plus Transfer from EMR	15,182	0						
Movement to/(from) Gen Reserve	(52,718)	(67,960)						

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u>	<u>Jubilee Sports Field Income</u>								
1210	Football Bookings	10,288	9,096	11,200	2,105			81.2%	
1260	Hire of Lounge/Kitchen Area un	105	72	150	79			47.7%	
1270	Pavilion & Field Grants	2,400	14,452	1,875	(12,577)			770.8%	14,452
	Jubilee Sports Field Income :- Income	12,793	23,619	13,225	(10,394)			178.6%	14,452
	Net Income	12,793	23,619	13,225	(10,394)				
6001	less Transfer to EMR	0	14,452						
	Movement to/(from) Gen Reserve	12,792	9,167						
<u>220</u>	<u>Jubilee Sports Field Expenditu</u>								
22. 4212	Safety/PAT Check - % JSF Use	3,110	3,691	3,600	(91)		(91)	102.5%	
23. 4282	Insurance - % JSF Use	576	603	565	(38)		(38)	106.7%	
4302	Electricity - % JSF Use	1,916	1,213	1,800	587		587	67.4%	
24. 4312	Gas - % JSF Use	1,598	(800)	2,000	2,800		2,800	(40.0%)	
4322	Water and Sewage - % JSF Use	573	227	500	273		273	45.4%	
4381	Cleaning Contractor - % JSF Us	2,298	1,433	3,000	1,567		1,567	47.8%	
4384	WiFi & Line- Pavilion	330	340	420	80		80	80.9%	
4401	JSF Grass Cutting/Line Marking	9,137	6,855	9,885	3,030		3,030	69.3%	
4405	JSF Hedge Maintenance	0	396	607	211		211	65.2%	
25. 4430	Rates - % JSF Use	0	0	835	835		835	0.0%	
4700	Grass Cutting extra to Cntrct	450	0	475	475		475	0.0%	
4721	Repairs & Maintennce - JSF	14,230	406	2,000	1,594		1,594	20.3%	
4740	Pitch & Pavilion Improvements	2,362	2,085	5,750	3,665		3,665	36.3%	2,085
26. 4750	Deep Clean	350	350	400	50		50	87.5%	
4770	Waste Collection - %JSF Use	801	701	850	149		149	82.5%	
4781	JSF Bin Emptying	1,050	735	1,104	369		369	66.6%	
27. 4791	Boiler Servicing - % JSF Use	420	400	450	50		50	88.9%	
	Jubilee Sports Field Expenditu :- Indirect Expenditure	39,199	18,635	34,241	15,606	0	15,606	54.4%	2,085
	Net Expenditure	(39,199)	(18,635)	(34,241)	(15,606)				
6000	plus Transfer from EMR	12,604	2,085						
	Movement to/(from) Gen Reserve	(26,594)	(16,550)						
<u>310</u>	<u>Allotment Income</u>								
3. 1310	Berryfield Allotment Rents - C	1,427	3,183	1,497	(1,686)			212.6%	
1320	Briansfield Allotment Rent - C	1,333	2,935	1,385	(1,550)			211.9%	
	Allotment Income :- Income	2,760	6,118	2,882	(3,236)			212.3%	0
	Net Income	2,760	6,118	2,882	(3,236)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320</u>	<u>Allotment Expenditure</u>								
4323	Water - Allotments	557	116	450	334		334	25.7%	
4402	Allotment Grass Cutting	794	722	835	113		113	86.5%	
28. 4722	Repairs & Maintenance - Allotm	37	510	100	(410)		(410)	510.0%	
4800	Allotment Warden Salary	■	■	■	■		■	67.5%	
	Allotment Expenditure :- Indirect Expenditure	<u>2,199</u>	<u>1,892</u>	<u>2,191</u>	<u>299</u>	<u>0</u>	<u>299</u>	<u>86.4%</u>	<u>0</u>
	Net Expenditure	<u>(2,199)</u>	<u>(1,892)</u>	<u>(2,191)</u>	<u>(299)</u>				
<u>350</u>	<u>CIL</u>								
1420	Community Infrastructure Levy	85,028	101,137	96,048	(5,089)			105.3%	
	CIL :- Income	<u>85,028</u>	<u>101,137</u>	<u>96,048</u>	<u>(5,089)</u>			<u>105.3%</u>	<u>0</u>
	Net Income	<u>85,028</u>	<u>101,137</u>	<u>96,048</u>	<u>(5,089)</u>				
6001	less Transfer to EMR	85,028	0						
	Movement to/(from) Gen Reserve	<u>0</u>	<u>101,137</u>						
<u>400</u>	<u>S106</u>								
1170	Wiltshire Council Contribution	0	0	11,800	11,800			0.0%	
1175	David Wilson Homes Contributio	0	0	20,000	20,000			0.0%	
	S106 :- Income	<u>0</u>	<u>0</u>	<u>31,800</u>	<u>31,800</u>			<u>0.0%</u>	<u>0</u>
	Net Income	<u>0</u>	<u>0</u>	<u>31,800</u>	<u>31,800</u>				
	Grand Totals:- Income	<u>396,154</u>	<u>429,762</u>	<u>477,104</u>	<u>47,342</u>			<u>90.1%</u>	
	Expenditure	<u>698,755</u>	<u>278,562</u>	<u>493,050</u>	<u>214,488</u>	<u>0</u>	<u>214,488</u>	<u>56.5%</u>	
	Net Income over Expenditure	<u>(302,600)</u>	<u>151,200</u>	<u>(15,946)</u>	<u>(167,146)</u>				
	plus Transfer from EMR	<u>423,383</u>	<u>2,931</u>						
	less Transfer to EMR	<u>102,575</u>	<u>14,452</u>						
	Movement to/(from) Gen Reserve	<u>18,207</u>	<u>139,679</u>						

Total Staff Salaries

Actual Last Year	Actual Year to date	Current budget
£110,481	£80,935	£120,535

Quarterly income and expenditure report analysis for Qtr2

October, November & December 2024

Income:

1. **(1076) Precept-** We received the second part of the precept in September and now have the full amount for this financial year.
2. **(1140) Sandridge Solar Farm-** We received the annual solar farm funding in November.
3. **(1310) & 1320) Allotment income-** Just to note that the annual rent notices for the allotments went out in September, and we have received all rent from the occupied plots.

Expenditure:

1. **(4080) Members training-** All spend from this heading have been for new councillor training.
2. **(4100) Audit-** You will see that there is a minus under this cost code, which is left over from an accrual made at the 2023/24-year end. The External Auditor fees, which related to 2023/24, have been invoiced, but they were less than anticipated at year-end. The external auditor fees are based on your income and expenditure for the year which is why the cost of this service can be different each year.
3. **(4110) Elections-** There is a minus in the year to date which is an accrual undertaken at year end for the Bowerhill uncontested election which hasn't been invoiced yet.
4. **(4130) Photocopying-** Our photocopying costs have been reduced since we purchased the new photocopier. This is because the cost per copy has reduced.
5. **(4140) Bank Charges-** These are difficult to budgeted for as it depends on factors such as how many BACS payments, we make each quarter and how many cheques we cash in, for example. We are slightly over budget for this.
6. **(4185) Accountancy Support-** The spend under this heading to date is for the annual maintenance and support of the finance system. The only other spend from this heading will be for the year-end close down 25/26.

7. **(4200) Room hire/Zoom-** We are over budget for room hire for this stage in the year and will be over budget at year end. Due to large planning applications, we have had to go to different venues in the parish recently. There will also be charges for room hire for the annual parish meeting.
8. **(4230) Advertising-** The only current spend is for the Bowerhill election vacancy. There will be some more spend under this code which is for the grant applications and annual parish. Under 4240- quarterly newsletter we are under budget for the year as spend to date is for only one newsletter; however, we have done a winter newsletter which is in the January payment run. Any underspend under the quarterly newsletter can offset the overspend under advertising.
9. **(4250) Land Search Fees-** This is much higher than expected as it is unknown how many land searches we will need to do during the year, but the amount budgeted is minimal. The fee has increased from. £6 per plan and title register to £14.
10. **(4370) Cleaning materials-** This is for dishwasher tablets, cleaning spray etc on the meeting room. Like with land search fees a minimal amount was budgeted for this at budget setting.
11. **(4270) Office rent-** We pay the office rent in advance of each quarter. This has now been paid for this financial year which is why 100% of the cost has been spent.
12. **(4049) Defibrillator-** We are over budget under this heading, which is partly due to the match funding and installation works for the new defibrillator installed outside of Bowerhill Village Hall. **NOTE:** The parish council received a £1,500 donation towards the new defibrillator, which is shown under code 1100 (grants & donations), as it is unable to be netted off against the expenditure. The annual support for each defib has been paid, and we have replaced some of the child pads.
13. **(4281) Parish Insurance-** This is for the parish annual insurance; the Bowerhill Sports Field insurance is under the sports field cost centre. This heading also includes cyber insurance. The only other expenditure that will come out of this heading is if, during the rest of the year, the council purchases a new asset that needs to be insured.
14. **(4385) Play Area Safety Surfacing clean-** We undertook 1x safety surfacing clean in spring, which was more than budgeted for; however, this spend is coming from Sandridge Solar Farm funding.

- 15. (4500) Weedspraying-** We have undertaken 1x weedspray this year, due to the wet weather in spring, this was only undertaken in August.
- 16. (4540) Speed Indicator Device-** Both SIDs are now being deployed around the parish. SID#1 was out of action for a while as we needed to purchase some replacement brackets in order for it to be erected at its scheduled locations. SID#2 was out of action for around a week as we needed to reprogram the speeds.
- 17. (4600) Bus Shelter Cleaning-** This should be undertaken every quarter; I will check up on this again as we haven't been invoiced for this service this year yet.
- 18. (4780) Play Area bin emptying-** As per agreed parish maintenance contract. Over budget as this now includes the Whitworth Play Area bin emptying.
- 19. (4630)- Other grants-** This is showing the match funding for the Canon Square project in here. This should be under s137 grants (even though it was match funding and not from the s137 grant pot). The other grants are section 144 which is for tourism so a journal will need to be undertaken to correct.
- 20. (4675) Real Time Information-** You will see a – in the year to date. This is due to an accrual made at year end for RTI inside the Mitchell Drive bus shelter.
- 21. (4680) Neighbourhood Plan-** Any expenditure that the parish council has incurred for the neighbourhood plan is charged back to the town council for their 70% share of the costs. Any amounts received back from MTC will be under the income heading (1480). We are unable to net the income off the expenditure which is why the full amount is shown under this heading.
- 22. (4212) Safety/PAT Check-** We have overspent under this heading, which includes the monthly water maintenance as well as regular alarm maintenance etc. We have also serviced our pumps and ventilation system and have had to upgrade security alarm this year too which wasn't budgeted for.
- 23. (4282) Sports field insurance-** This is for the Bowerhill Sports Pavilion building insurance. It is not expected that we will have any other expenditures under this heading this year.
- 24. (4312) Gas-** Please note that we have not been invoiced for the pavilion gas since November 2023. Quite some months ago, I contacted Utility Aid, who are the organisation that deals with our utility contracts, about this matter. They are still in the process of investigating why we haven't received any

invoices for over a year. You will see that there is -£800 under this cost code for the year to date, which was an accrual made at year end for usage relating to the 2023/24 financial year. .

25. (4430) Rates- We have received a £0 rate bill for the pavilion, so this heading could be used towards pitch and pavilion improvements, which is where you usually vire this heading to.

26. (4750) Deep Clean- The deep clean is undertaken once per year and was done in early September.

27. (4791) Boiler service- Pavilion- The service for the boiler is something that we do annually, so we are not expecting any more expenditure under this heading in this financial year.

28. (4722) Repairs & maintenance- Allotments- The spend under this heading is for the replacement signage purchased for the allotments. We also replaced the wooden gate post at Berryfield Allotments as it had rotted.

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Current Account & Instant Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	31/12/2024		6,172.00
			<u>6,172.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,172.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,172.00
		Balance per Cash Book is :-	6,172.00
		Difference is :-	0.00

Councillor 1:

NameSignedDate

Councillor 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

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

Your Account

Sort Code 30-98-75
Account Number 02027655

TREASURERS ACCOUNT

01 December 2024 to 31 December 2024

Money In	£847.50	Balance on 01 December 2024	£5,472.08
Money Out	£147.58	Balance on 31 December 2024	£6,172.00

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Dec 24	██████████ BASRAG 471MR021224	FPI-04283	6.00 ✓		5,478.08
04 Dec 24	FUTURE OF FOOTBALL 466- MR311024	FPI-04284	242.50 ✓		5,720.58
04 Dec 24	FUTURE OF FOOTBALL 472- MR021224	FPI-04285	450.00 ✓		6,170.58
09 Dec 24	██████████ 19 BSF 63145258439925000N 606040	FPI-04286	80.00 ✓		6,250.58
11 Dec 24	██████████ 465-MR311024 730388457511112101 401262	FPI-04287	69.00 ✓		6,319.58
16 Dec 24	DAISY 4736739 3199749	DD-04271		45.29 ✓	6,274.29
16 Dec 24	DAISY 4736742 3199750	DD-04272		45.29 ✓	6,229.00
31 Dec 24	GOCARDLESS LAMPLIGHTDB- 4WNJM2	DD-04273		57.00 ✓	6,172.00

Transaction types

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

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/12/2024	135	18,195.59
			<u>18,195.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18,195.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,195.59
		Balance per Cash Book is :-	18,195.59
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 31/12/2024

Account Name: Melksham Without Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20371502

Your arranged overdraft limit is £0.00

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



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

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2024		Balance brought forward	£0.00	£0.00	£33,070.68
02/12/2024	Direct Debit	Direct Debit (ST - 4274 ENVIRONMENTAWM0)	£105.96	£0.00	£32,964.72
03/12/2024	Credit	CCLA Investment Management Limited - 4279	£0.00	£2,105.23	£35,069.95
13/12/2024	Direct Debit	Direct Debit (EDF - 4275 ENERGY)	£530.20	£0.00	£34,539.75

Page number 1 of 4

Statement number 135

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four, Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes.

INVESTORS IN PEOPLE
Invest in people



Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
16/12/2024	Direct Debit	Direct Debit (LLOYDS BANK PLC) -04277	£289.49 ✓	£0.00	£34,250.26
16/12/2024	Credit	CCLA Investment Management Limited -04278	£0.00	£12,000.00 ✓	£46,250.26
19/12/2024	Faster Payment Debit	B/P to: AK URBANISM -04263	£2,070.00 ✓	£0.00	£44,180.26
19/12/2024	Faster Payment Debit	B/P to: AK URBANISM -04264	£7,470.00 ✓	£0.00	£36,710.26
19/12/2024	Faster Payment Debit	B/P to: Agilico -04248	£45.38 ✓	£0.00	£36,664.88
19/12/2024	Faster Payment Debit	B/P to: Aquasafe -04249	£390.00 ✓	£0.00	£36,274.88
19/12/2024	Faster Payment Debit	B/P to: Elan City -04250	£716.40 ✓	£0.00	£35,558.48
19/12/2024	Faster Payment Debit	B/P to: Glasdon -04251	£319.48 ✓	£0.00	£35,239.00
19/12/2024	Faster Payment Debit	B/P to: JH Jones Sons -04252	£114.00 ✓	£0.00	£35,125.00
19/12/2024	Faster Payment Debit	B/P to: JH Jones Sons -04253	£2,376.56 ✓	£0.00	£32,748.44
19/12/2024	Faster Payment Debit	B/P to: JH Jones Sons -04254	£463.20 ✓	£0.00	£32,285.24
19/12/2024	Faster Payment Debit	B/P to: JH Jones Sons -04255	£624.00 ✓	£0.00	£31,661.24
19/12/2024	Faster Payment Debit	B/P to: Radcliffe Fire -04256	£104.76 ✓	£0.00	£31,556.48
19/12/2024	Faster Payment Debit	B/P to: Tollgate Security -04257	£186.00 ✓	£0.00	£31,370.48
19/12/2024	Faster Payment Debit	B/P to: Wiltshire Council -04259	£3,093.25 ✓	£0.00	£28,277.23
19/12/2024	Faster Payment Debit	B/P to: Wiltshire Publicat -04260	£636.00 ✓	£0.00	£27,641.23
19/12/2024	Faster Payment Debit	B/P to: Wiltshire Pension -04261	£1,625.93 ✓	£0.00	£26,015.30
19/12/2024	Faster Payment Debit	B/P to: HMRC Cumbernauld -04262	£2,016.97 ✓	£0.00	£23,998.33
19/12/2024	Faster Payment Debit	B/P to: John Glover -04269	£45.60 ✓	£0.00	£23,952.73
19/12/2024	Faster Payment Debit	B/P to: Shaw Village Hall -04270	£64.00 ✓	£0.00	£23,888.73
24/12/2024	Direct Debit	Direct Debit (EDF ENERGY) -04276	£42.87 ✓	£0.00	£23,845.86
27/12/2024	Faster Payment Debit	B/P to: DAVID COLE -04268	████████ ✓	£0.00	████████
27/12/2024	Faster Payment Debit	B/P to: MARIANNE ROSSI -04266	████████ ✓	£0.00	████████
27/12/2024	Faster Payment Debit	B/P to: TERRY COLE -04267	████████ ✓	£0.00	████████

Page number 2 of 4

Statement number 135

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
 Unity Trust Bank is entered in the Financial Services Register under number 204570.
 Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
 Registered in England and Wales no. 1713124.
 Calls may be monitored and recorded for training, quality and security purposes.

INVESTORS IN PEOPLE
 We invest in people



For Businesses.
 For Communities.
 For Good.

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
27/12/2024	Faster Payment Debit	B/P to: TERESA STRANGE	04265 [REDACTED] ✓	£0.00	[REDACTED]
31/12/2024	Fee	Manual Credit Handling Charge	04280 £1.20 ✓	£0.00	£18,206.39
31/12/2024	Fee	Service Charge	04280 £10.80 ✓	£0.00	£18,195.59

Page number 3 of 4

Statement number 135

**For Businesses.
For Communities.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
 Unity Trust Bank is entered in the Financial Services Register under number 204570.
 Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
 Registered in England and Wales no. 1713124.

Calls may be monitored and recorded for training and quality assurance purposes.
 © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
 Gold



Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.

INVESTORS IN PEOPLE
We invest in people GOLD



**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 3 - Fixed Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/12/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 4 - Instant Access Unity 20476339**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant access account	31/12/2024	21	21,823.13
			<u>21,823.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,823.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,823.13
		Balance per Cash Book is :-	21,823.13
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 31/12/2024

Account Name: Melksham Without Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20476339

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

The credit interest rate is 2.60% AER as of your statement date.

Contact Us

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



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

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/11/2024		Balance brought forward	£0.00	£0.00	£21,677.95
31/12/2024	Credit Interest	Credit Interest <i>0.4282</i>	£0.00	£145.18	£21,823.13

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 5 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/12/2024		577,000.00
			<u>577,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			577,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			577,000.00
		Balance per Cash Book is :-	577,000.00
		Difference is :-	0.00

Councillor 1:

NameSignedDate

Councillor 2:

NameSignedDate

Clerk & RFO:

NameSignedDate

Statement of Account

Mrs T Strange
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
SN12 6ES

5 January 2025

Account name: **MELKSHAM WITHOUT PARISH COUNCIL**
Account number: **PS1007177-001**
Statement period: **30/11/2024 to 31/12/2024**

Account summary

Total valuation as at 31 December 2024 **£577,000.00**
Total valuation as at last statement at 30 November 2024 **£589,000.00**

Holdings as at 31 December 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	577,000.0000	£1.00	£577,000.00
			Total value
			£577,000.00

Transactions for the period from 30 November 2024 to 31 December 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
16/12/2024	Withdrawal - 04278	-12,000.0000	£1.0000	-£12,000.00

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

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

From: [Evans, Debbie](#)
To: [Teresa Strange](#)
Subject: FW: Date of completion for 14/10461/OUT East of Melksham (Hunters Wood/The Acorns)
Date: 21 January 2025 15:01:47
Attachments: [image001.png](#)
[image002.png](#)

Good afternoon Teresa,

Bloor Homes have confirmed completion of this development December 2024 when the relief road opened.

Kind Regards

Debbie Evans
S106 & Community Infrastructure Levy Monitoring Officer
Planning

Wiltshire Council

Tel: 01225 716766
Email: debbie.evans@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

From: Evans, Debbie
Sent: 20 January 2025 14:28
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Date of completion for 14/10461/OUT East of Melksham (Hunters Wood/The Acorns)

Good afternoon Teresa,

I have emailed the developer for date of completion. As soon as I have a response, I shall let you know.

Kind Regards

Debbie Evans
S106 & Community Infrastructure Levy Monitoring Officer
Planning

Wiltshire Council

Tel: 01225 716766
Email: debbie.evans@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 06 January 2025 18:06
To: Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>
Subject: RE: Date of completion for 14/10461/OUT East of Melksham (Hunters Wood/The Acorns)

Hi Debbie
Happy New Year to you..... please find attached.
Thanks for your help with this.
All the best, Teresa

From: Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>
Sent: 30 December 2024 10:47
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Date of completion for 14/10461/OUT East of Melksham (Hunters Wood/The Acorns)

Good morning Teresa,

I hope you had a good Christmas.

Would you be able to forward a copy of the agreement made between Melksham Without parish council and Melksham Town Council? I can then cross check back to the Side Agreement and S106 agreement.

Kind Regards

Debbie Evans
S106 & Community Infrastructure Levy Monitoring Officer
Planning

Wiltshire Council

Tel: 01225 716766
Email: debbie.evans@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 20 December 2024 13:22
To: Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>
Subject: Date of completion for 14/10461/OUT East of Melksham (Hunters Wood/The Acorns)

Hi Debbie

Would you be able to give me the date of completion of this development please.
As you are aware, there is a legal agreement between Melksham Without Parish Council and Melksham Town Council for the c£315k CIL from this development to build a community centre, and its expiration date is based on 3 years from the completion date, hence the question as to when that is.
Have a lovely Christmas break,
With many thanks, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

ADVANCE NOTICE OF LEAVE:

The parish council office will close for the Christmas break on Friday 20th December and re-open on Monday 6th January.

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

Want to keep in touch?

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

On X: @melkshamwithout

On Instagram: melkshamwithoutpc

On LinkedIn: Melksham Without Parish Council

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it

to admin@melkshamwithout-pc.gov.uk

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

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

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

From: [Teresa Strange](#)
To: [Locum](#)
Cc: [Hayley Bell](#); [Committee Clerk](#)
Subject: RE: CIL working party
Date: 07 January 2025 17:49:00

Hi Tracey

I am not sure how that would work, this is a joint meeting of Melksham Without parish council and Melksham town council.

If this was part of a town council meeting, how do the parish councillors have a vote?

The point of it being set up, like the joint Shurnhold Fields working party too, was so that decisions didn't ping between MWPC and MTC meetings, often monthly (or every 2 months for the Town Council) and it taking months and months for a decision to be made.

The idea was that the two councils met, with 3 reps each, thrashed it out, got a recommendation that both parties were happy about, and that was sent to the respective councils to ratify.

I am not sure what you are adding to the agenda in March?

All the best, Teresa

From: Locum <locum@melksham-tc.gov.uk>
Sent: 07 January 2025 17:43
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Hayley Bell <hayley.bell@melksham-tc.gov.uk>; Committee Clerk <committee.clerk@melksham-tc.gov.uk>
Subject: Re: CIL working party

Hi Teresa

Happy New Year to you.

The council is trying to steer away from working groups as they get out of hand and there is danger of them acting like committees.

I think it would be best to add this to the next finance meeting which is now scheduled for the 10 March as the agenda has already been published for next weeks meeting.

Kind Regards

Tracy

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, January 7, 2025 4:02 PM
To: Locum <locum@melksham-tc.gov.uk>
Cc: Hayley Bell <hayley.bell@melksham-tc.gov.uk>
Subject: FW: CIL working party

Dear Tracy

Happy new year to you.....

The parish council's finance committee met last night, and on the agenda was CIL income and spend.

The parish council have asked me to chase this request for a meeting of the CIL Sharing Working Group for the joint funds of the town and parish council. You can see that I asked in January last year, and we have discussed it when we have met and is on the list of outstanding projects/actions with the town council. Can we please arrange this meeting? With many thanks, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

ADVANCE NOTICE OF LEAVE:

The parish council office will close for the Christmas break on Friday 20th December and re-open on Monday 6th January.

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

Want to keep in touch?

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

On X: @melkshamwithout

On Instagram: melkshamwithoutpc

On LinkedIn: Melksham Without Parish Council

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it

to admin@melkshamwithout-pc.gov.uk

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

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

From: Teresa Strange
Sent: 05 August 2024 10:36
To: Locum <locum@melksham-tc.gov.uk>
Subject: FW: CIL working party

Hi Tracy

Hope you have had a good weekend, below is the request for a CIL working party that the parish council requested in January.

Just following up on a couple of things from when we met last week, as I was off on Friday.

All the best, Teresa

From: Hugh Davies <hugh.davies@melksham-tc.gov.uk>
Sent: 20 February 2024 16:21
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Committee Clerk <committee.clerk@melksham-tc.gov.uk>
Subject: RE: CIL working party

Hi Teresa,

Sorry I haven't been very communicative.

I'm just drowning.....

Linda is back to work at the end of the month on a phased – I'll have to ask Andrew to add all these things to her list

Sorry

Hugh



Hugh Davies
Head of Operations

T: (01225) 704187
E: hugh.davies@melksham-tc.gov.uk
I: www.melksham-tc.gov.uk

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Monday, February 5, 2024 6:30 PM
To: Committee Clerk <committee.clerk@melksham-tc.gov.uk>; Hugh Davies <hugh.davies@melksham-tc.gov.uk>
Subject: RE: CIL working party

Hi both
Just wondered if there were any thoughts on this request of the parish council? and the funds you have available?
Kind regards, Teresa

From: Teresa Strange
Sent: 25 January 2024 17:27
To: Committee Clerk <committee.clerk@melksham-tc.gov.uk>; Hugh Davies <hugh.davies@melksham-tc.gov.uk>
Subject: CIL working party

Hi Andrew and Hugh
The parish council would like to arrange a meeting of the joint CIL Working Party.
This was 3 members of each council, I am not sure if you have appointed reps this council year, we have not met for a while as we jointly did not have much CIL money between us then.
Our reps are Cllr Glover, Cllr Pafford and Cllr Baines.
We can do during the day, I am not sure how your councillors are fixed for that, or you would prefer an evening/early evening?

It would also be useful to know what you have in the "shared pot"; to inform the meeting/decisions. I did copy both of you in to an email a couple of weeks ago about your published reserves, to remind the town council that some of the CIL reserve was for jointly agreed projects.

So, as we have an adopted Neighbourhood Plan, which means the council that the planning application is in, now gets 25% of the CIL that Wiltshire Council gets, and not 15% as before. This additional 10% is because of the joint plan between MTC and MWPC and we agreed to put in a shared pot and use for joint projects. The only one agreed to date is the Real Time Information in the bus shelters. The town council vetoed the other suggestions of the parish council.

We anticipate having £34,011.18 at year end 31st March 24, and £38,419.34 during 24/25 in the 10% pot.

For background info:

The CIL working party met on 19th July 2022.

Both councils considered projects to put forward at their respective full council meetings on 3rd October 2022.

At our meeting on 24th October 22 we report that we had heard verbally from the town council

that they had not agreed to our suggestion of improved walking routes, but just to the Real Time Information. I don't think we ever heard anything more from the town council. I recall agreeing with Patsy that it wasn't worth meeting as there was only about £5k between us in the pot in 2023 so not worth meeting, but that is not the same now. Off the top of my head you had some £50k+ in your CIL reserve, and might have more not in a reserve – and so some of this is for the joint project?

Kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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

Want to keep in touch?

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

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to

admin@melkshamwithout-pc.gov.uk

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

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

From: [James Pacey](#)
To: [Teresa Strange](#)
Subject: RE: Community benefit - Sandridge Solar Power Limited
Date: 09 January 2025 15:13:19
Attachments: [image001.png](#)

Hi Teresa,

Thanks for your email, could you please update me for the conclusion of the finance committee's meeting? Estimates are fine for this exercise so please do provide me with whatever has been discussed.

Regarding the planning extension, apologies you never got an answer last year. The community benefit arrangement is for the operational life of the solar farm so barring any unforeseen events it will be in place for the 40 years.

Kind regards,
James

James Pacey ACA | Financial Accountant
Foresight Group | 14 Park Row | Nottingham | NG1 6GR
Foresight Group | foresight.group

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 06 January 2025 15:17
To: James Pacey <JPacey@Foresightgroup.eu>
Cc: Tammie Horan <THoran@Foresightgroup.eu>; Lewis Symons <LSymons@Foresightgroup.eu>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Nicolle Tatton <NTatton@Foresightgroup.eu>; Kate Fairhurst <KFairhurst@Foresightgroup.eu>
Subject: RE: Community benefit - Sandridge Solar Power Limited

[EXTERNAL EMAIL] This email originated from outside Foresight. Do not click on links or download attachments unless you are expecting the email and recognise the sender.

Hi James
Thank you for your email and festive wishes, happy new year to you all.

The parish council's finance committee meet tonight, to agree what that spend is from solar farm money (they previously set at their budget in January 24, and their year end is 31st March 2025; its being reviewed tonight as part of their budget setting for next year, as includes a review of anticipated spend this year. So, we can send through to you later this week although still an estimate until we get to year end.

From: [Teresa Strange](#)
To: [Marianne Rossi](#)
Subject: FW: completion of registration - Play Area at Bowood View
Date: 04 December 2024 13:49:00
Attachments: [image002.png](#)
[image003.png](#)
[34778.004 - AP1 Application - AP1 WT433346.pdf](#)
[34778.004 - Register - FH - AP1 WT433346.pdf](#)
[34778.004 - Plan WT433346.pdf](#)

Hi Marianne

I guess a few things to do with this.

We can note on full council in January – I will put on the list.

Can you save to the shared drive please, and I guess we need a hard copy in the file with the others.

Could you double check the Land Registry too to see if actually there.

May 23 that was approved, it takes a long time!

Thanks, T

From: Jade Warr <Jade.Warr@wellerslawgroup.com>
Sent: 03 December 2024 15:03
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Subject: completion of registration - Play Area at Bowood View

Dear Teresa,

I am pleased to confirm the Land Registry have completed registration of the Play Area at Bowood View, please see attached the completion of registration documents.

Kind regards,

Jade

Jade Warr
Trainee Solicitor



Wellers Law Group LLP

Butler House, Guildford Road, Great Bookham, Leatherhead, Surrey, KT23 4HB

T:0137 275 0100

DX:117527 Great Bookham

E:Jade.Warr@wellerslawgroup.com

www.wellerslawgroup.com



IMPORTANT NOTICE: SENDING FUNDS TO OUR ACCOUNT

Given recent high profile media cases of email interception and fraudulent alterations to bank details and in particular, those relating to solicitors' firms, PLEASE NOTE that you cannot rely on any bank details sent to you by email, even if they appear to come from this firm. Our bank details will never change. Any communication purporting to come from us changing our bank account details must be ignored and it is your responsibility to check with us that you are using the correct bank details for any

payments to be made to us in order to avoid any misunderstandings, delays or fraud.

Disclaimer

THE CONTENTS OF THIS MESSAGE AND OF ANY ATTACHMENTS ARE PRIVILEGED AND CONFIDENTIAL INFORMATION INTENDED ONLY FOR THE USE OF THE ADDRESSEE. Any unauthorised distribution or copying of this communication is strictly prohibited. If you have received this communication in error please immediately notify us by telephone or by replying to our e-mail address, delete all copies from your computer system and mail server and destroy all printouts of the message/attachments. Although all emails are scanned for viruses and spam, Wellers Law Group LLP do not accept liability for any damage caused by any virus or spam inadvertently transmitted by this email.

Wellers Law Group LLP is a limited liability partnership Registration number OC350170 registered in England and Wales and is authorised and regulated by the Solicitors Regulation Authority, registered number 525515.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast Ltd, an innovator in Software as a Service (SaaS) for business. Providing a safer and more useful place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

From: [Teresa Strange](#)
To: berryfieldvhchair@gmail.com
Cc: [Marianne Rossi](#)
Subject: FW: PTSG Quote QSUR21012 for Berryfield Village Hall
Date: 17 January 2025 08:57:00
Attachments: [image001.png](#)
[image260089.png](#)

Hi Shona

Please see advice from Riggs below, let us know how you get on....

Many thanks, Teresa

From: Jon Price <jonprice@riggconstruction.co.uk>
Sent: 17 January 2025 08:55
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; David Sharp <dsharp@bta-architects.co.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: PTSG Quote QSUR21012 for Berryfield Village Hall

Morning Teresa,

I'm well thank you – hope you are too.

Not an area of particular knowledge but I've taken a look at this and my interpretation of the test certificate in the O&M is that the minimum requirement is for a SPD to be fitted to the main incoming electrical supply and therefore as PTSG certified the installation prior to handover it must have been present to do so. I think the bullet point with "SPDs – supplied and installed by other" is referring to the other supply lines (as listed) which although presumably not a requirement of the relevant BS is noted as a consideration.

I have contacted Fuseland (electrical contractor) and they have confirmed that surge protection was installed to the mains supply as part of the installations, which is referenced within the Pope Consulting Electrical Services Employers Requirements document.

Therefore, the proposed upgrade quote isn't making much sense to us unless there has been some amendment to the BS since the design & installation took place.

We would suggest you query PTSG on the recommended upgrade works in the first instance, perhaps with query on the basis of interpretation of the certificate following installation as per my comments above.

In addition to this it may also be worth contacting a more local company for their review of the installation – we have had dealings in the past with <https://www.wiltshiresteeplejacks.co.uk/lightning-conductors> who supply & install systems and also undertake testing/certification, the contact is Paul Silk.

Hope this is of help – please let me know how you get on.

Kind regards,

Jon Price
Commercial Director



Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT
T: 01225 705668
E: jonprice@riggconstruction.co.uk
W: www.riggconstruction.co.uk

Please don't print this email unless you really need to 

Notice of Confidentiality: This transmission is intended for the named addressee only. It contains information which may be confidential and which may also be privileged. Unless you are the named addressee (or authorized to receive it for the addressee) you may not copy or use it, or disclose it to anyone else. If you have received this transmission in error please notify me immediately.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: 16 January 2025 12:29

To: Jon Price <jonprice@riggconstruction.co.uk>; David Sharp <dsharp@bta-architects.co.uk>

Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: FW: PTSG Quote QSUR21012 for Berryfield Village Hall

Hi Jon and David

I hope that this email finds you well, and it's not too late to wish you both a Happy New Year.
I wonder if you are able to answer the query raised about surge protection, see below.

Marianne has had a quick look at the O&M documentation, and it says surge protection by other, in the certificates – see screenshot.



2. GENERAL

Earth Resistances

The earth resistances when tested are less than the total number of earths x 10 ohms.

The combined resistance is calculated at less than 10 ohms resistance.

In accordance with Part 3 of BS EN 62305 and BS7430

Surge Protection Devices (SPD's)/Transient Overvoltage Protection

The minimum requirement is for a Type 1/2 SPD (Class IV LPS) to fitted to the main incoming electrical supply line for issue of test certification.

- SPDs – supplied and installed by other

Other supply lines (Telecom/Data/PV/Others/etc.) – Not included within the LPS specification but consideration should be given for the installation of SPD's as required

Be good to hear back from you on your thoughts on this.....

With kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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

Want to keep in touch?

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

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

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

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

From: Shona Holt <berryfieldvhchair@gmail.com>
Sent: 15 January 2025 22:42
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Fwd: PTSG Quote QSUR21012 for Berryfield Village Hall

Hi Marianne

Berryfield Village Hall - electrical surge protection

I am seeking your advice and assistance with this particular issue, as it might require Riggs, the building contractor's, input.

We recently had our lightning protection inspected and tested as part of our annual agreement with PTSG Electrical Services Ltd, who installed the original equipment. They have reported that there is no surge protection to the main electric panel. I was with the engineer on the day to allow him access to the plant room and cage. See PTSG's email below and attached quote for £1,490 plus VAT for the additional work.

My concern is, why was this surge protection not installed as part of the original construction and fitting out? Or was it? I'd be most grateful that as our landlord, if you would clarify this with Riggs and/or David Sharp the architect.

Meanwhile, Berryfield Village Hall Trust intends to submit a very timely MWPC grant aid request to cover the cost of this as needed.

I look forward to hearing from you.

Kind regards
Shona Holt
Chair of Berryfield Village Hall Trust

----- Forwarded message -----

From: **Adam Moore** <Adam.Moore@ptsg.co.uk>
Date: Mon, Dec 9, 2024 at 5:14 PM
Subject: PTSG Quote QSUR21012 for Berryfield Village Hall
To: berryfieldvhchair@gmail.com <berryfieldvhchair@gmail.com>

Good morning,

Following our PTSG Lightning Protection team's recent visit at the above site, it has been noted by our engineers that NO Surge Protection measures are currently installed to the Main LV panel. Please find attached our quotation to undertake these works.

For compliance with BSEN62305 'The Protection of Structures against Lightning' and BS7671 'Requirements for Electrical Installations' Surge Protection measures are required to control overvoltage to avoid damage. Without the protection measures a consequential effect of overvoltage could:

- Result in serious injury to or loss of human life
- Result in loss of revenue by the interruption of commercial activity or data loss

If you are happy to proceed, please send me email acceptance or a purchase order number and we can arrange a date for completion. Please ensure your purchase order is made out to PTSG Electrical Services Ltd to allow us to process your order.

Kind regards,

Adam Moore
Surge Protection
0114 2572080

Quote Reference QSUR21012

Quote Date 09/12/2024 16:43

Client Reference BERRYFIELDVILLAGE

Client Name Berryfield Village Hall Trust

Site Name Berryfield Village Hall

Quote Total £1,490.00

Kind Regards
Adam Moore



13-14 Flemming Court
Castleford
West Yorkshire
WF10 5HW
Tel: 01977 668771
Fax: 01977 668772

This email is confidential and may well also be legally privileged. If you have received it in error, you are on notice of its status. Please notify us immediately by reply email and then delete this message from your system. Please do not copy or use it for any purpose; or disclose its contents to any person, to do so could be a breach of confidence.

Thank you for your co-operation.

Premier Technical Services Group LTD: Registered in England No. 06005074.

Registered office 13-14 Flemming Court, Whistler Drive, Castleford, West Yorkshire WF10 5HW.

 *Please consider the environment before printing this email*

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

Leave blank if not yet registered.

When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.

Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined.

Place 'X' in the appropriate box and complete the statement.

For example 'edged red'.

For example 'edged and numbered 1 in blue'.

Any plan lodged must be signed by the transferor.

Remember to date this deed with the day of completion, but not before it has been signed and witnessed.

Give full name(s) of **all** of the persons transferring the property.

Complete as appropriate where the transferor is a company.

Enter the overseas entity ID issued by Companies House for the transferor pursuant to the Economic Crime (Transparency and Enforcement) Act 2022. If the ID is not required, you may instead state 'not required'.

Further details on overseas entities can be found in [practice guide 78: overseas entities](#).

1	Title number(s) out of which the property is transferred: WT434944
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	<p>Property:</p> <p>Land lying to the west of Bowerhill Farm, Bowerhill, Melksham, SN12 6QN</p> <p>The property is identified</p> <p><input checked="" type="checkbox"/> on the attached plan 1 and shown: edged red</p> <p><input type="checkbox"/> on the title plan(s) of the above titles and shown:</p>
4	Date:
5	<p>Transferor:</p> <p>Taylor Wimpey UK Limited</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: 01392762</p> <p><u>For overseas entities</u> (a) Territory of incorporation or formation:</p> <p>(b) Overseas entity ID issued by Companies House, including any prefix:</p> <p>(c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:</p>

Give full name(s) of **all** the persons to be shown as registered proprietors.

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

Enter the overseas entity ID issued by Companies House for the transferee pursuant to the Economic Crime (Transparency and Enforcement) Act 2022. If the ID is not required, you may instead state 'not required'.

Further details on overseas entities can be found in [practice guide 78: overseas entities](#).

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 12.

Place 'X' in any box that applies.

Add any modifications.

6	<p>Transferee for entry in the register:</p> <p>Melksham Without Parish Council</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas entities</u> (a) Territory of incorporation or formation:</p> <p>(b) Overseas entity ID issued by Companies House, including any prefix:</p> <p>(c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:</p>
7	<p>Transferee's intended address(es) for service for entry in the register:</p> <p>First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES</p>
8	<p>The transferor transfers the property to the transferee</p>
9	<p>Consideration</p> <p><input checked="" type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures): One Pound (£1.00)</p> <p><input type="checkbox"/> The transfer is not for money or anything that has a monetary value</p> <p><input type="checkbox"/> Insert other receipt as appropriate:</p>
10	<p>The transferor transfers with</p> <p><input checked="" type="checkbox"/> full title guarantee</p> <p><input type="checkbox"/> limited title guarantee</p>

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
 - in the first box, or
 - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance. These are both available on the GOV.UK website.

Use this panel for:

- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

The prescribed subheadings may be added to, amended, repositioned or omitted.

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan.

11 Declaration of trust. The transferee is more than one person and

- ☐ they are to hold the property on trust for themselves as joint tenants
- ☐ they are to hold the property on trust for themselves as tenants in common in equal shares
- ☐ they are to hold the property on trust:

12 Additional provisions

12.1 Definitions

12.1.1 In this Transfer the following words and expressions shall have the following meanings:-

"Conduits"	culverts, gullies, outfalls, sewers, drains, watercourses, pipes, cables, ducts, outlets, optic fibres, wires and other channels, apparatus and systems now present or installed for the passage of Services and including (but not by way of limitation) any diversion, upgrading and improvement works (including protection of existing systems) and all ancillary apparatus, buildings, structures and installations;
"Estate Roads"	the roads footpaths and crossovers to footpaths which are either to remain private or are intended to be adopted by the Local Authority constructed or to be constructed on the Estate.
Plan 1	the plan attached to this transfer and marked "Plan 1".
Plan 2	the plan attached to this transfer and marked "Plan 2".
"Retained Land"	the land comprised in the Title

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

Number WT434944 (excluding the Property);

“Services”

water, gas, electricity, telephone, telecommunications, cable television, surface water drainage, foul drainage, fuel oil and other similar services;

12.1.2 References to the owners of the Property are to the Transferee and its successors in title to the Property and references to the owners of the Retained Land are to the Transferor and its successors in title to the Retained Land.

12.1.3 References to the Property include the whole and every part of the Property and references to the Retained Land include the whole and every part of the Retained Land.

12.1.4 Unless otherwise indicated, references to paragraphs are to paragraph in this Panel 12.

12.2 Rights granted for the benefit of the Property

12.2.1 The transfer is made together with the following rights over the Retained Land for the benefit of the Property:

12.2.1.1 **Services** – the right in common with the owners of the Retained Land and those authorised by them to use any Conduits in, on, under or over the Retained Land for the passage of Services to and from the Property. The benefit of this rights is subject to the owners of the Property paying to the owners of the Retained Land a fair and proper proportion according to use of the costs of repairing, maintaining, replacing, renewing and cleaning any of the Conduits used in common between the Property and the Retained Land and all of such costs so incurred in relation to any Conduits which serve only the Property

12.2.1.2 **Roads** – full and free right and liberty to go pass and repass at all times and for all purposes with or without vehicles over and along the roads on the Retained Land which are necessary to obtain access to and egress from the Property.

12.2.1.3 **Right of Way** – the right of way at all times and for all purposes with or without vehicles (where applicable) over the Estate Roads until adoption as public highways and over the route shown red on Plan 2.

12.2.1.4 **Entry** - the right for the owners of the Property and those authorised by them to enter and reasonably remain upon so much as is necessary of the Retained Land on reasonable prior notice (except in case of emergency) with or without workmen, plant and equipment to repair, maintain, decorate, replace, renew and clean any buildings or fences on the Property or boundary fences or party walls between the Retained Land and the Property

12.2.2 The rights of entry granted by clause 12.2 of this

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

transfer are subject to the owners of the Property:

12.2.2.1 first obtaining any consents required under paragraph 12.2.1.1 for the connection to any Conduits;

12.2.2.2 causing as little inconvenience as reasonably practicable to the owners of the Retained Land in the exercise of these rights;

12.2.2.3 making good as soon as reasonably practicable all damage caused to the Retained Land and any buildings from time to time on it; and

12.2.2.4 paying reasonable compensation to any person affected by any damage caused by the exercise of the rights which is not capable of being made good as mentioned above.

Rights reserved for the benefit of the Retained Land

12.2.3 The following rights over the Property are reserved for the benefit of the Retained Land:

12.2.3.1 **New services and diversions** – the right to install and use new Conduits under the Property for the passage of services to and from the Retained Land and where necessary to divert existing Conduits. The benefit of this right is subject to:

(a) the owners of the Retained Land notifying the owners of the Property before exercising the right to install new Conduits and/or divert existing Conduits;

(b) the owners of the Retained Land repairing, maintaining, replacing, renewing and cleaning any Conduits installed pursuant to this right.

12.2.3.2 **Services** – the right in common with the owners of the Property and those authorised by them to connect to and use any Conduits in, on, under or over the Property for the passage of Services to and from the Retained Land. The benefit of this right is subject to the owners of the Retained Land paying to the owners of the Property a fair and proper proportion according to use of the costs of repairing, maintaining, replacing, renewing and cleaning any of the Conduits used in common between the Property and the Retained Land and all of such costs so incurred in relation to any Conduits which serve only the Retained Land.

12.2.3.3 **Entry** – the right for the owners of the Retained Land and those authorised by them to enter and remain upon so much as is necessary of the Property on reasonable prior notice (except in case of emergency) with or without workmen, plant and equipment:

(a) to install, divert, repair, maintain, clean, connect to and sever connections with any Conduits; and

(b) to repair, maintain, decorate, replace, renew and clean any buildings or fences on the Retained Land or

boundary fences or party walls between the Retained Land and the Property and to erect scaffolding on the Property in the exercise of this right Provided That such scaffolding is removed as soon as practicable and in any event within 6 months from the date of erection.

(c) To comply with any lawful requirement of the Local Planning Authority or the Local Drainage Authority or the relevant Highway Authority

12.2.3.4 The rights granted by this transfer are subject to the owners of the Retained Land:

12.2.3.4.1 causing as little inconvenience as reasonably practicable to the owners of the Property in the exercise of these rights;

12.2.3.4.2 making good as soon as reasonably practicable all damage caused to the Property and any buildings from time to time on it;

12.2.3.4.3 paying reasonable compensation to any person affected by any damage caused by the exercise of the rights which is not capable of being made good as mentioned above.

Include words of covenant.

Restrictive covenants by the Transferee

Not to use the Property for any purpose other than as an open space for the use by and for the enjoyment of the public in perpetuity and as defined in the Town and Country Planning Act 1990 Section 336 but these restrictions shall not prevent the Transferor from exercising its powers under the Town and Country Planning Act 1990 or 241, the Local Government Act 1972 Section 145 and the Local Government (Miscellaneous Provisions) Act 1976 Section 19.

Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on.

Other

The Transferor and the Transferee declare that:

12.2.4 they do not intend that any of the terms of this transfer will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.

12.2.5 the Property does not include any walls fences hedges or other structural boundary which forms the boundary with any plots on the Retained Land .

12.2.6 where any services media cross or are intended to cross the Property and no formal deed of easement has been entered into by the Transferor at the date of this Transfer the Transferee shall at the Transferor's request and cost enter into any such deed

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 11 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance.

Examples of the correct form of execution are set out in [practice guide 8: execution of deeds](#). Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 4.

13 Execution

**EXECUTED as a DEED by
Taylor Wimpey UK Limited**

Acting by its Attorney

In the presence of:-

Witness signature

Name:

Address: 730 Waterside Drive, Aztec West, Almondsbury,
Bristol, BS32 4UE

**EXECUTED as a DEED by
Taylor Wimpey UK Limited**

Acting by its Attorney

In the presence of:-

Witness signature

Name:

Address: 730 Waterside Drive, Aztec West, Almondsbury,
Bristol, BS32 4UE

**EXECUTED as a DEED by
Melksham Without Parish Council**

EXECUTED as a Deed by Melksham Without Parish Council

Acting by two Councillors in the presence of the Clerk:

Councillor

Councillor

Clerk

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

© Crown copyright (ref: LR/HO) 07/22

From: [Shona Holt](#)
To: [Marianne Rossi](#)
Cc: [Teresa Strange](#)
Subject: Re: Funding for ongoing care and maintenance of the public art
Date: 08 January 2025 23:30:13

Hi Marianne

Ref our previous emails below about the public art installed to the exterior of Berryfield Village Hall.

Following the transfer of funds from Wiltshire Council to MWPC - this is to clarify the Trust's request to draw down the whole sum of £3800 allocated for its ongoing maintenance, rather than on a piecemeal basis each year to wash and reseal the artwork. It would make sense under the terms of our full-repairing lease and as part of our regular onsite monitoring that we take responsibility for the funds. Again I confirm that we would ring-fence this amount in our budget reserves for that sole purpose and also, if required, advise MWPC when any artwork maintenance has been undertaken.

I should be grateful that MWPC consider our request, and look forward to hearing from you.

Kind regards
Shona Holt
Chair of Berryfield Village Hall Trust

On Thu, Sep 12, 2024 at 2:25 PM Shona Holt <berryfieldvhchair@gmail.com> wrote:
Hi Marianne

Thanks for the information about the S106 monies for the ongoing care and maintenance of the public art on the Village Hall.

The Trust discussed this at our recent meeting following our AGM last week. We understand that our responsibility for this would fall under our full-repairing lease with MWPC. We are happy to take this on and should be grateful if the Berryfield Village Hall Trust could draw down the £3,800 of funding left for this purpose. We will ring-fence this amount in our budget reserves.

Thanks also for forwarding the maintenance details. I have had a close look at artwork today and am pleased to say it is absolutely pristine with no damage, discolouration or algae. Photo attached.

Kind regards
Shona
Berryfield Village Hall Trust

On Wed, Aug 28, 2024 at 10:09 AM Marianne Rossi <admin@melkshamwithout-pc.gov.uk> wrote:

Dear Berryfield Village Hall Management Trust,

As part of the public art project for Berryfield Village Hall, there was £3,800 of

funding left over for the ongoing care and maintenance of the public art. This funding is from the s106 agreement for the Bowood View development paid by Bellway Homes to Wiltshire Council. The parish council has signed a side agreement with Wiltshire Council in order for the funds to be transferred over to the council, which will be put into an ear marked reserve. The funds have now been received in the bank and are available for you to apply to the council to draw down from for this purpose.

I have had a look at the details of the maintenance requirements that were provided by the artist, and on an annual basis, the public art should be washed down and re-sealed. They have given a cost indication of £750 per year for this maintenance. I have attached the document provided by the artist to this email, as it provides useful information on what to do in case any stains or dirt get onto the art.

As the artwork requires maintenance on an annual basis, the wash down and re-seal will be due. Please let us know if you need any help or information on this.

Best Wishes,

Marianne

Marianne Rossi

Finance and Amenities Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

Want to keep in touch?

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

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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

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

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

From: [Grocock, Phil](#)
To: [Teresa Strange](#)
Cc: [Gosling, Laura](#); [Salter, Jason](#)
Subject: RE: Problem with Mitchell Drive, Bowerhill RTI
Date: 11 December 2024 11:46:02
Attachments: [image001.png](#)

Hi Teresa

The best way to explain how the RTI system works it is as follows:

How the System works

Bus operators install automatic vehicle location equipment on their vehicles, usually as part of the ticket machine. This is basically satellite navigation equipment and is a requirement for buses that are operating ordinary local bus services in the UK, as part of the Government's Bus Open Data System.

When the location information is merged with the scheduled timetable supplied by the bus company, it then becomes possible to estimate the time that a bus will arrive at each bus stop along the route. Vehicles regularly update their position using global positioning satellite technology and send this information back to a central base-station every few seconds.

The live-travel predictions for all the Real Time enabled bus services can then be sent out to the public via this website and through the on-street displays that are found at several bus stops around the County. Our complete set of predictions for all buses running all the services is updated every 30 seconds or so.

What you see on the displays

If a bus has registered correctly with the Real Time system, it will make a prediction in minutes of when it expects the bus will arrive at your stop. For instance, if the system estimates that the bus is 8 minutes away, the display will show "8 mins" and will then start counting down. This estimate is based on the time that it took previous buses to make the same journey, so it is possible that the times may increase if the bus encounters delays along the way, or decrease quicker than you expect if the bus is not delayed. Once the bus is less than 2 minutes away from the stop, the display will show "due" instead of a time.

If instead of a prediction you see a 'clock' time looking something like '15:35', it means that the bus has not yet registered its location with the Real Time system and so the time shown is the time that the bus is scheduled to depart from your stop. This probably means that the bus has not yet started its journey, but it could also mean that there is a problem with the vehicle. Please note that if the bus has not registered its location with the Real Time system by the time shown, that journey will disappear from the display – even if the bus has not yet arrived at the stop.

The main issue is that when something goes wrong, the Real time system does not know what is going on unless a human tells it. If it doesn't receive any tracking information it cannot assume that the bus is cancelled as it may be because the bus is

running late and hasn't started its journey yet OR the tracker in the ticket machine on the bus has failed to communicate and so the RTI system doesn't know where it is. This is an issue with all RTI systems that cover more than one bus company, not just ours, and it is something that the Department for Transport is trying to find a solution to.

Obviously we need to get to the stage that the bus companies can tell the system themselves when a journey is cancelled because of a breakdown and we are trialling such a system with the Salisbury Reds bus company. However we are a long way from being able to implement this for all bus companies, particularly small companies like Faresaver, so the only way we can do this is if they ring in and tell us, at which point we can send a message to all the RTI signs served by that journey to show the word "Cancelled" instead of the destination.

I apologise if this is not the answer you were hoping for, but unfortunately it is as good as we can get the system at the moment, and is no different to the other bus RTI systems available.

Many thanks

Phil Grocock
Bus Network Manager



Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.grocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 11 December 2024 11:14
To: Grocock, Phil <phil.grocock@wiltshire.gov.uk>
Cc: Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Subject: RE: Problem with Mitchell Drive, Bowerhill RTI

Hi Phil

Thanks for your swift response.

I have just spoken to the councillor and resident who mentioned it, as I had the info 3rd hand, and it was at the weekend and not Monday that the issues arose.

However, it does raise the question that we thought we were having Real Time Information, and assumed it was the info direct from the bus.

How does it work when buses are cancelled in the evenings and weekends?

Can you please explain how that works please, as the parish council think they are investing in real time information. Is the bus time displayed the actual time of the bus arriving or the published timetable?

With many thanks, Teresa

From: Groocock, Phil <phil.groocock@wiltshire.gov.uk>
Sent: 10 December 2024 17:40
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Subject: RE: Problem with Mitchell Drive, Bowerhill RTI

Hi Teresa – I think this question is one for me to answer.

Unfortunately announcing cancelled buses on the RTI displays is a manual process that can only be done by someone at the Council (usually me!) and as a result I spent most of Saturday trying to work out what the buses companies were planning to do (or not do) and trying to send that info to the signs !

I managed to catch most of the missing journeys (particularly in the afternoon), but I do know I missed a few, or sent the info to the sign too late for it to be transmitted to the signs in time in the morning.

However I note that you mention Monday morning in your email – is that correct because as far as I know everything ran normally on Monday morning?

Many thanks

Phil Groocock
Bus Network Manager



Wiltshire Council's Passenger Transport Unit, County Hall, Trowbridge. BA14 8JN
Tel: 01225 713454 Email: phil.groocock@wiltshire.gov.uk

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 10 December 2024 15:29
To: Gosling, Laura <Laura.Gosling@wiltshire.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Rose, Martin <martin.rose@wiltshire.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>
Subject: Problem with Mitchell Drive, Bowerhill RTI

Hi Laura

I wonder if you can help at all.

The RTI at Mitchell Drive in Bowerhill seems to be publishing the timetable rather than the real time information.

For example, we are aware that cancelled buses have still been on the device, and this happened in Storm Darragh when all buses were cancelled on Monday morning for example, but the times were still being published on the device.

Is this something that can be addressed please?

With many thanks, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

ADVANCE NOTICE OF LEAVE:

The parish council office will close for the Christmas break on Friday 20th December and re-open on Monday 6th January.

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

Want to keep in touch?

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

On X: @melkshamwithout

On Instagram: melkshamwithoutpc

On LinkedIn: Melksham Without Parish Council

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

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

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

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire

Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

This email originates from Wiltshire Council and any files transmitted with it may contain confidential information and may be subject to Copyright or Intellectual Property rights. It is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the email from your inbox. Any disclosure, reproduction, dissemination, modification and distribution of the contents of the email is strictly prohibited. Email content may be monitored by Wiltshire Council to ensure compliance with its policies and procedures. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Wiltshire Council. Please note Wiltshire Council utilises anti-virus scanning software but does not warrant that any e-mail or attachments are free from viruses or other defects and accepts no liability for any losses resulting from infected e-mail transmissions. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Wiltshire Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Wiltshire Council.

Market Place North Bound

Jan 23rd 25
12:52

Route	Destination	Due
X34	Chippenham	7 min
272	Bath	8 min
14	Town Service	20 min
271	Bath	Scheduled 13:25
X34	Chippenham	Scheduled 13:29
272	Bath	Scheduled 13:56
X34	Chippenham	67 min

Powered by  **PAPERCAST**



From: [Communications](#)
To: [Teresa Strange](#)
Subject: RE: Youth Advisory Board
Date: 08 January 2025 11:29:57

Dear Teresa,

I completely understand your concerns about advertising in the parish before we have more clarity and the parish council's formal support following the meeting on the 20th of January.

To address the points you've raised, I've spoken with Hayley, and she will respond to your questions directly within the next week. I believe this will provide the clarity needed regarding residency requirements for the Youth Advisory Board and how requests relating to the parish might be managed.

Your suggestion to wait until after the parish council's meeting to make a decision on advertising seems very reasonable, as it allows us to proceed with full alignment and support.

If there's anything further, you'd like to discuss in the meantime, do send me an email.

Kind Regards,
Francheska Cunanan

Communications and Assistant Events Officer
Melksham Town Council
T: 01225 704187
E: communications@melksham-tc.gov.uk



Disclaimer and Confidentiality Notice

This email and any attachment are confidential to the intended recipients and access to this email by anyone else is unauthorised. If you should not have received this email, please notify us immediately by reply email and then destroy any copies and delete this message from your system. Unless authorised by Melksham Town Council, copying, forwarding, disclosing or using this email or its contents is prohibited. Melksham Town Council is not responsible for controlling transmissions over the internet and makes no representation or warranty as to the absence of viruses in this email or any attachment. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Melksham Town Council. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Melksham Town Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Melksham Town Council.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 08 January 2025 09:44
To: Communications <communications@melksham-tc.gov.uk>
Cc: Community Development <communitydevelopment@melksham-tc.gov.uk>
Subject: RE: Youth Advisory Board

Hi Fran

I have to admit I am reticent to advertise this in the parish, without understanding more and without the clear support of the parish council – which would come from the agenda item at the meeting on 20th January.

For example, to be a member of the Melksham Town Council youth advisory board, do you need to be a town resident? In which case advertising in the parish is raising expectations with parish residents that can't be met?

What if those attending request things in the parish? Again, raising expectations, before I know if the parish council are on board?

I think it raises lots of questions, and there are some 3 weeks after the parish council's meeting to advertise it then, if that is the parish council's decision.

All the best, Teresa

From: Communications <communications@melksham-tc.gov.uk>
Sent: 08 January 2025 09:31
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Youth Advisory Board

Hello Teresa,

Thank you very much for your time and support! In the meantime, if you'd like to share this through your networks, we would really appreciate it.

Kind Regards,
Francheska Cunanan

Communications and Assistant Events Officer
Melksham Town Council
T: 01225 704187
E: communications@melksham-tc.gov.uk



Disclaimer and Confidentiality Notice

This email and any attachment are confidential to the intended recipients and access to this email by

anyone else is unauthorised. If you should not have received this email, please notify us immediately by reply email and then destroy any copies and delete this message from your system. Unless authorised by Melksham Town Council, copying, forwarding, disclosing or using this email or its contents is prohibited. Melksham Town Council is not responsible for controlling transmissions over the internet and makes no representation or warranty as to the absence of viruses in this email or any attachment. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Melksham Town Council. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Melksham Town Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Melksham Town Council.

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: 08 January 2025 09:29

To: Communications <communications@melksham-tc.gov.uk>

Cc: Community Development <communitydevelopment@melksham-tc.gov.uk>

Subject: RE: Youth Advisory Board

Dear Fran

Thank you for your email, I will put to the parish council when they next meet on Monday 20th January.

Kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

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

Want to keep in touch?

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

On X: @melkshamwithout

On Instagram: melkshamwithoutpc

On LinkedIn: Melksham Without Parish Council

This email and any attachments to it are intended solely for the use of the individual(s) to

whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

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

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

From: Communications <communications@melksham-tc.gov.uk>

Sent: 08 January 2025 09:17

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Community Development <communitydevelopment@melksham-tc.gov.uk>

Subject: Youth Advisory Board

Dear Teresa,

I hope this email finds you well.

I'm excited to share that Melksham Town Council is launching a Youth Advisory Board, an initiative aimed at empowering young people in our community. To celebrate this, we're hosting an event called **Next Gen Gig** on **Saturday, 15th February 2025** at the Assembly Hall.

The evening will feature live music from local bands, interactive activities like voting on key issues, and opportunities to contribute ideas for shaping the future of Melksham. We're particularly keen to ensure this event and the Youth Advisory Board resonate with young people across our wider community, including Melksham Without Parish.

We would love to explore ways in which Melksham Without Parish Council might support or collaborate with us on this exciting initiative. Whether through promotion, attendance, or sharing your insights, your input would be greatly valued.

If you'd like more information or to discuss this further, please don't hesitate to reach out to me.

Kind Regards,

Francheska Cunanan

Communications and Assistant Events Officer

Melksham Town Council

T: 01225 704187



E: communications@melksham-tc.gov.uk

Disclaimer and Confidentiality Notice

This email and any attachment are confidential to the intended recipients and access to this email by anyone else is unauthorised. If you should not have received this email, please notify us immediately by reply email and then destroy any copies and delete this message from your system. Unless authorised by Melksham Town Council, copying, forwarding, disclosing or using this email or its contents is prohibited. Melksham Town Council is not responsible for controlling transmissions over the internet and makes no representation or warranty as to the absence of viruses in this email or any attachment. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Melksham Town Council. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Melksham Town Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Melksham Town Council.

From: [Wiltshire Council](#)
To: [Teresa Strange](#)
Subject: Town and Parish Update: Heart of Wessex update following publication of Devolution White Paper
Date: 16 December 2024 14:20:32

[View this email in your browser](#)

 Share  Share  Forward



16 December 2024



Dear all,

I am writing to you with an update on our expression of interest for the Heart of Wessex devolution.

We have now received the Government White Paper, which is a significant step forward towards devolution for us, Dorset and Somerset councils.

We have emphasised to that we wish to be considered within the first tranche of devolution deals so that we can be seen as leading the way in transforming local government. Government is currently considering postponing 2025 elections for those councils that are taken forward within the first tranche so that they can be held alongside mayoral elections in 2026. This would obviously impact Wiltshire and could potentially impact town and parish elections but we will continue to plan for elections on 1 May 2025 until a decision is made. I will update you when I have more information on this.

You can read a copy of the joint statement I have issued with the Leaders of Dorset and Somerset councils [on our website](#).

I'd like to re-emphasise that this is not a merger of the three councils. Each council will remain independent, continuing to serve its local communities as individual authorities.

Devolution presents a significant opportunity for us. By working together across councils, we can secure better funding, drive local improvements, and make decisions that benefit our region.

Very best wishes

Cllr Richard Clewer
Leader of Wiltshire Council



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

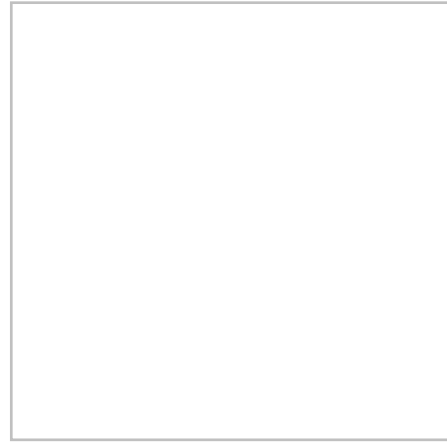
From: [Society of Local Council Clerks](#)
To: [Teresa Strange](#)
Subject: 'Strengthening the Standards and Conduct Framework for Local Authorities in England' Government Consultation
Date: 19 December 2024 10:00:19



Dear Teresa

Government Consultation: 'Strengthening The Standards and Conduct Framework For Local Authorities in England'

The government is seeking views on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England. The proposals being consulted upon include:



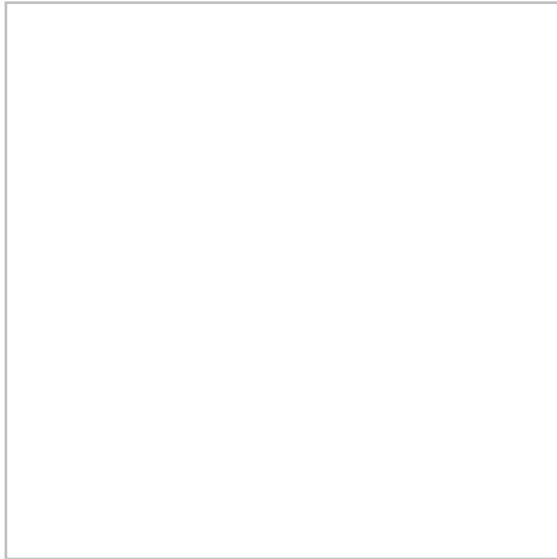
- The introduction of a mandatory minimum code of conduct for local authorities in England
- A requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- The introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- A new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- A role for a national body to deal with appeals

SLCC will be making a response to this consultation by the deadline of **26 February 2025**. Any members of SLCC who want to comment or provide information in support of our response should email these to Michael King, Head of Policy & External Communications, michael.king@slcc.co.uk by **12 February 2025**.

Clerks and their councils are encouraged to make their own response to the consultation document.

[Access the consultation here](#)

Sincerely,



Copyright © All rights reserved.

Our mailing address is:
Collar Factory, Suite 2.01, 112 St. Augustine Street, Taunton, Somerset TA1 1QN
The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with
company registration number 10566132. Registered office as above.

You have received this email because you are an SLCC member.
If you no longer wish to receive our emails please [click here to update your consent preferences](#).



Templates 26 Nov 2024

ANTI-TERROR CHECKLIST

This template was written by the Martyn’s Law Steering Group and last updated on 26 November 2024.

This checklist outlines vital actions that parish and town councils of all sizes can take to enhance their local terrorism preparedness. While not exhaustive, these steps align with the anticipated requirements of the Terrorism (Protection of Premises) Bill, also known as Martyn’s Law. By implementing these measures, parish and town councils can proactively contribute to the safety and security of their communities.

 on	Completed	Notes
---	-----------	-------

Check if your indoor event or meeting will have between 200 and 799 people.		
Acknowledge that if your event has between 200 and 799 people, it will fall into the Martyn's Law standard tier.		
Does your parish or town council own the venue?		
If you hire out or allow other groups to use the facilities that you own, you will also need to ensure that they prepare adequately for possible terrorist attacks.		
Follow the enhanced tier requirements if your facilities hold more than 799 people.		
Suppose your parish or town council is putting on an event in an area where the entrances can be manned to monitor entry into the event, such as where tickets are sold. In that case, it will also be affected by Martyn's Law requirements – check to make sure.		
If your parish or town council's venue or event has a capacity/attendance of less than 200 people, has your council opted out of standard tier requirements by formal resolution at a full council meeting?		

Does your parish or town council/venue have appropriate insurance coverage?		
Has your parish or town council completed a venue-specific risk assessment to satisfy insurance requirements for dealing with a terrorist attack?		
Has your venue/event-specific risk assessment considered the most likely type of terrorism risks and mitigation to reduce these (i.e. physical attack, injury using bladed or blunt weapons)?		
Does your event/venue-specific terrorism plan consider mitigation activity (such as training staff, creating early awareness of threats, etc.)?		
Ahead of Martyn's Law coming into legal effect, has your parish or town council considered the following factors:		
Develop awareness amongst all involved.		
If your parish or town has a village hall or similar venue run by a local charity, have you ensured that the charity is aware of Martyn's Law requirements?		
Start to discuss the subject with councillors and staff at meetings.		
Train relevant councillors and staff.		
Start thinking about each premises where you hold events or		

Consider the most likely forms of terrorism at each venue and what you might do to stop it.		
If user groups use your premises, advise them of the upcoming legislation and explain that they will also have to have plans to deal with terrorism.		

RELATED TOPICS

Community safety

← Return to listing

YOU MAY ALSO BE INTERESTED IN



📅 28 Oct 2024

NALC INTRODUCES NEW DEDICATED RESOURCE ON COMMUNITY SAFETY

We have launched a comprehensive resource to support parish and town councils across England in enhancin...



🔒 Included in your membership

📅 27 Oct 2024

COMMUNITY SAFETY CASE STUDIES

Our community safety case studies highlight successful practices and actions that make communities safe...

Case studies