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MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 8th April 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 14th April at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=87636570978>

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



**YOU CAN ACCESS THE AGENDA
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AGENDA

1. Welcome, Announcements & Housekeeping

a) Elections 1st May 2025:

- i) To note that under the current Pre-Election period of heightened political sensitivity
- ii) To note uncontested elections for the Melksham Without Parish Council wards following publication of Statement of Persons Nominated on 3rd April
- iii) To note 4 vacancies for co-option onto the parish council and approve applicants to be sought for consideration at the Annual Council meeting on 12th May 25
- iv) To note Wiltshire Council Unitary Ward contested elections on 1st May 25

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).

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 Items 9b, 9d, 13** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

6. Public Participation

7. a) To approve the **Minutes of the Full Council Meeting** held on 24th March 2025.

- b) To approve the **Confidential Notes** to accompany the Full Council minutes of 24th March.
- c) To consider response from the NHS Integrated Care Board and Wiltshire Council following Freedom of Information requests on how decision to fund new health facility in Trowbridge was made and to enquire on plans for Melksham

8. To approve minutes of the Annual Parish meeting held on 3rd March 2025.

9. Planning

- a) To approve the **Planning Committee Minutes** of 7th April 2025..
- b) To approve the Confidential Notes to accompany the Planning Committee Minutes of

7th April 2025.

- c) To formally approve the **Planning Committee** recommendations of 7th April 2025.
- d) To receive update following s106 meetings with Gleasons and Wiltshire Council with regard to land at Blackmore Farm and approve the current way forward.
- e) To consider update from Melksham Town Council re East of Melksham Community Centre following Town Council meeting on 31st March.
- f) To note update from Melksham Town Council re Joint Neighbourhood Plan funding following Town Council meeting on 31st March
- g) To note response of the Examiner and update on timescales following the close of examination of Melksham Neighbourhood Plan 2 at the end of March

10.Highways:

- a) To approve the **Highways Committee Minutes** of 7th April 2025.
- b) To formally approve the **Highways Committee** recommendations of 7th April 2025

11.Finance

- a) To note **Receipts & Payments** reports for March 2025.
- b) To seek **cheque signatories/online authority** for April payments.
- c) To approve Bank Account and Fund Transfers.
- d) Quarterly Reports for Qtr 4 Jan, Feb, Mar):
 - i. To note Budget vs Actual
 - ii. To note Bank Reconciliation
 - iii. To note VAT to be reclaimed
 - iv. To note "Over £500 spend" report to meet Transparency good practice
- e) To note information from Melksham Town Council on joint CIL (Community Infrastructure Levy) Sharing funding amount and meeting to discuss spend on projects.

12.Asset Management:

- a) To note new information on weedspraying in and parish and consider whether the parish council undertake weedspraying in spring or later on in the year.
- b) To consider request from youth organisation to install sponsorship hoarding on the basketball court fencing and inside of the pavilion building. To note that advertising consent from Wiltshire Council would be required if this request is approved.
- c) To consider adoption of 'Phone Boxes that BT are disconnecting
- d) To note update on Shurnhold Fields flood prevention and car park projects further to Melksham Town Council consideration on 31st March

13.Partnership Working:

- a) To receive update on **potential 3G pitch** for the Melksham Community Area

NOTICE OF UNCONTESTED ELECTION

Thursday 1 May 2025

Election of Parish Councillors for

Council name:	Melksham Without Parish Council
City/town/parish area:	Melksham Without (Melksham Without (Bowerhill Ward))
Number of council seats:	7

I, Lucy Townsend, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors.

Name of Candidate	Description (if any)
BAINES Alan Francis	Non-Political Experienced Member
GLOVER John Charles	Independent
HARRIS Mark Adrian	Independent
PAFFORD David	Labour Party
SULLIVAN Anne	

As the number of candidates is equal to or less than the number of seats available, they are duly elected without contest and will take up office from Tuesday 6 May 2025.

Dated Monday 7 April 2025

Lucy Townsend
Returning Officer

NOTICE OF UNCONTESTED ELECTION

Thursday 1 May 2025

Election of Parish Councillors for

Council name:	Melksham Without Parish Council
City/town/parish area:	Melksham Without (Melksham Without (Beanacre, Shaw, Whitley & Blackmore Ward))
Number of council seats:	4

I, Lucy Townsend, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors.

Name of Candidate	Description (if any)
DOEL John	Independent
RICHARDSON Peter John	

As the number of candidates is equal to or less than the number of seats available, they are duly elected without contest and will take up office from Tuesday 6 May 2025.

Dated Monday 7 April 2025

Lucy Townsend
Returning Officer

NOTICE OF UNCONTESTED ELECTION

Thursday 1 May 2025

Election of Parish Councillors for

Council name:	Melksham Without Parish Council
City/town/parish area:	Melksham Without (Melksham Without (Berryfield Ward))
Number of council seats:	2

I, Lucy Townsend, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors.

Name of Candidate	Description (if any)
FRANKS Martin Andrew	Independent
WOOD Richard Jackman	Independent

As the number of candidates is equal to or less than the number of seats available, they are duly elected without contest and will take up office from Tuesday 6 May 2025.

Dated Monday 7 April 2025

Lucy Townsend
Returning Officer

Marianne Rossi

From: Teresa Strange
Sent: 08 April 2025 07:09
To: Marianne Rossi
Subject: Fw: Town and Parish Council update: Uncontested results published

For the agenda item on co-option please.

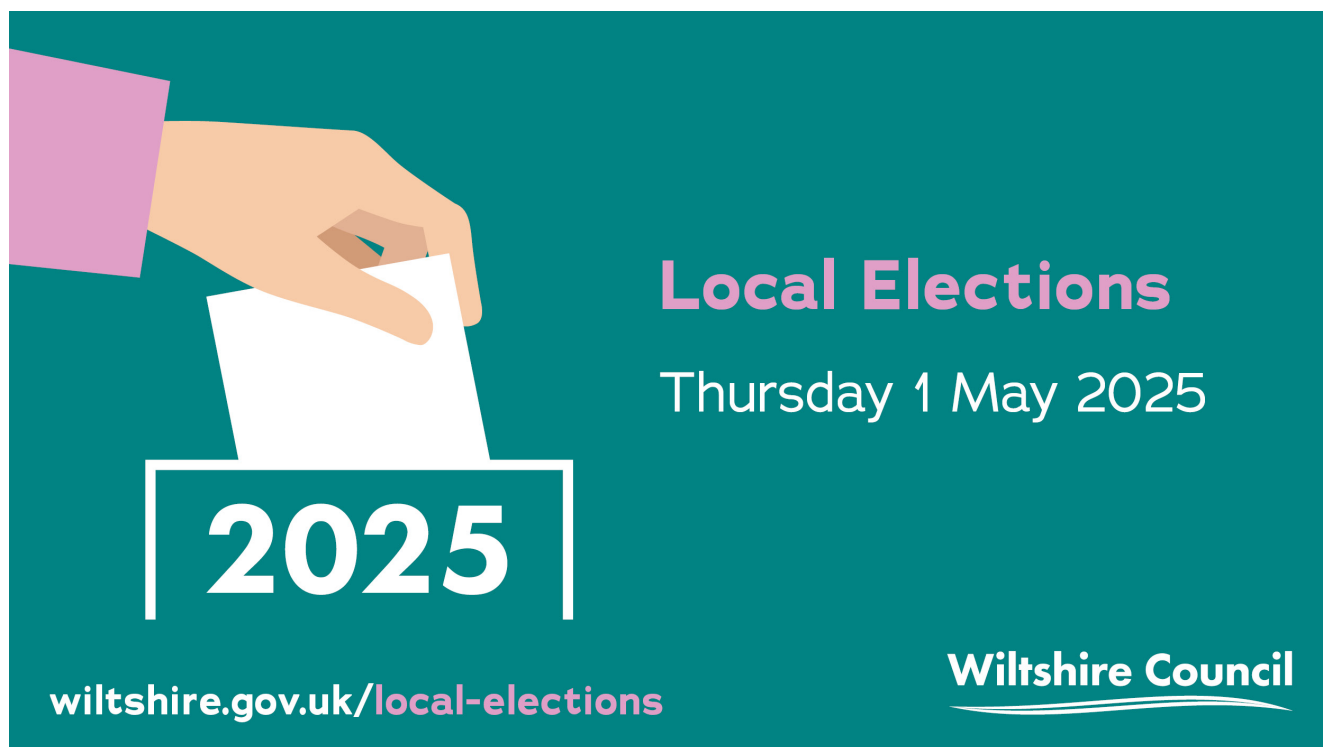
From: Wiltshire Council <wiltshirecouncilnews@news.wiltshire.gov.uk>
Sent: Monday, April 7, 2025 17:13
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Town and Parish Council update: Uncontested results published

[View this email in your browser](#)



7 April 2025





Uncontested results published

Following close of nominations for the elections due to be held on Thursday 1 May, the uncontested results have now been published for the parish councils that are uncontested.

They can be found [on our website](#).

Please note that these councils either:

- have the number of candidates equal to the number of seats, or
- there are enough candidates to be quorate even though not all seats have been filled, or
- there are no nominations or not enough candidates for your council to be quorate

All the candidates listed on the uncontested results notice are duly elected without contest.

For councils that are quorate and have remaining seats to fill, the new candidates that take up office from Tuesday 6 May will be able to co-opt to the unfilled vacancies using your council co-option process.

It is important to note for your co-option process, that you are mindful of the revised legislation regarding the qualifications and disqualifications for standing which are the same as if a candidate had submitted a formal nomination paper to the Returning Officer. Details on eligibility for standing including qualifications and disqualifications can be found [online](#).



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STATEMENT OF PERSONS NOMINATED

Date of Election: Thursday 1 May 2025

Local Authority Name:	Wiltshire Council
Name of Division:	Bowerhill
Number of seats:	ONE

The following people have been or stand nominated for election to this division. Those who no longer stand nominated have a comment in the right hand column.

Name of Candidate	Home Address	Description (if any)	Reason why no longer nominated*
GRIFFIN Joyce Lyn	Old Stable House, 12A High Street, Melksham, SN12 6JU	Liberal Democrats	
HOLDER Nick	(address in Wiltshire)	Local Conservatives	
VISICK Richard	(address in Wiltshire)	Reform UK	

*Decision of the Returning Officer that the nomination is invalid or other reason why a person nominated no longer stands nominated.

In England, if a candidate has requested not to make their home address public, the relevant electoral area in which their home address is situated (or the country if their address is outside the UK) will be provided.

Dated Thursday 3 April 2025

Lucy Townsend
Returning Officer

Printed and published by the Returning Officer, Electoral Services, Wiltshire Council, County Hall, Bytheses Road, Trowbridge,
Wiltshire, BA14 8JN

STATEMENT OF PERSONS NOMINATED

Date of Election: Thursday 1 May 2025

Local Authority Name:	Wiltshire Council
Name of Division:	Melksham Without North & Shurnhold
Number of seats:	ONE

The following people have been or stand nominated for election to this division. Those who no longer stand nominated have a comment in the right hand column.

Name of Candidate	Home Address	Description (if any)	Reason why no longer nominated*
ALFORD Phil	(address in Wiltshire)	Local Conservatives	
AVES Pat	(address in Wiltshire)	Liberal Democrats	
HATHWAY David	(address in Wiltshire)	Reform UK	

*Decision of the Returning Officer that the nomination is invalid or other reason why a person nominated no longer stands nominated.

In England, if a candidate has requested not to make their home address public, the relevant electoral area in which their home address is situated (or the country if their address is outside the UK) will be provided.

Dated Thursday 3 April 2025

Lucy Townsend
Returning Officer

Printed and published by the Returning Officer, Electoral Services, Wiltshire Council, County Hall, Bythesee Road, Trowbridge, Wiltshire, BA14 8JN

STATEMENT OF PERSONS NOMINATED

Date of Election: Thursday 1 May 2025

Local Authority Name:	Wiltshire Council
Name of Division:	Melksham Without West & Rural
Number of seats:	ONE

The following people have been or stand nominated for election to this division. Those who no longer stand nominated have a comment in the right hand column.

Name of Candidate	Home Address	Description (if any)	Reason why no longer nominated*
GRIFFIN Andrew Shaun	Old Stable House, 12A High Street, Melksham, SN12 6JU	Liberal Democrats	
LEACH Jon	(address in Wiltshire)	Reform UK	
SEED Jonathon	Wayside, 12 Chittoe Heath, Bromham, Chippenham, SN15 2EH	Local Conservatives	
SHINGLER Suzi	(address in Wiltshire)	Green Party	

*Decision of the Returning Officer that the nomination is invalid or other reason why a person nominated no longer stands nominated.

In England, if a candidate has requested not to make their home address public, the relevant electoral area in which their home address is situated (or the country if their address is outside the UK) will be provided.

Dated Thursday 3 April 2025

Lucy Townsend
Returning Officer

Printed and published by the Returning Officer, Electoral Services, Wiltshire Council, County Hall, Bytheses Road, Trowbridge,
Wiltshire, BA14 8JN

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held
on Monday 24th March 2025 at
Melksham Without Parish Council Offices (First Floor), Melksham Community
Campus, Market Place, SN12 6ES at 7:00pm**

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

Officers: Teresa Strange (Clerk)

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477/24 Welcome, Announcements & Housekeeping:

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

- Members' attention was drawn to the pre-election period of heightened political sensitivity guidance issued by Wiltshire Council. It was noted that with regard to decision-making, the position remains 'business as usual', which includes the determination of planning applications. Care needed to be taken to not affect public support for a political party and/or candidate for either the parish or unitary council.
- The date of Thursday 1st May for the parish and unitary elections was noted. Included in the agenda pack was information from Wiltshire Council with regard to key dates in relation to voting.
- Members were informed that the following litter picks had been organised within the parish:
 - BASRAG (Berryfield and Semington Road Action Group)- Saturday 15th March.
 - BRAG (Bowerhill Residents Action Group)- Saturday 29th March
 - CAWS (Community Action Whitley and Shaw) in April.
- It was noted that the next Full Council meeting was the last of the current council.

478/24 Apologies:

Apologies had been received from Councillor Franks, who was on holiday. This reason for absence was accepted.

479/24 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill):

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

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

Wiltshire Councillor Alford had given his apologies but had provided a short update on the following:

- Westlands Lane traffic management: Following back-and-forth correspondence between Wiltshire Council officers in the Highways, Enforcement and Planning departments, an officer is liaising directly with the three developers off Westlands Lane to co-ordinate traffic management more effectively. It was noted that signs had now been put in place outside Westlands Lane to redirect construction traffic trying to enter via the A350.
- He has been in contact with Shaw School with regard to flood mitigation, and the school has agreed to keep the drains clear of leaves. He will follow this up again with them in the autumn.
- Following the issue raised by Melksham Town Council in relation to the Shurnhold Field car park project, Councillor Alford feels that there may have been some poor communication which led to this issue being raised.
- The Wiltshire Council council tax for the year has been increased by 4.5%.
- The Planning and Infrastructure Bill is likely to remove the right for councillors to call an application into committee if it is on allocated land. It would make it easier to compulsory purchase order brownfield land, allow for planning fees to be set locally and create a potential requirement for housing numbers to be met across devolved regions where some areas do not deliver. These plans are still unclear, as it's still vague at present.
- The Government is looking to withdraw funding to support councils with potholes if they do not deliver but again are not clear on all of the details currently.

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

Wiltshire Councillor Seed provided his apologies. It was noted that Councillor Seed provided a written report before the meeting; however, due to the pre-election period of heightened political sensitivity, the Clerk did not feel it was appropriate to include it in the agenda packs.

480/24 Public Participation:

There were no members of the public present.

481/24 Declarations of Interests:

None.

482/24 Dispensation Requests:

None.

483/24 Items to be Held in Closed Session:

Resolved: Agenda items 7a, 8b, 8d, 11a, 11d, 12a, 12b, 12c and 13c to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d for the following reasons:

7a	Confidential notes to accompany Full Council minutes of 17 th February.
8b	Confidential notes to accompany Planning minutes of 17 th March.
8d	Blackmore Farm s106 negotiations
11a	Shaw Village Hall lease negotiations
11d	Quote for weed spraying
12a, b, c	All staffing items relating to Health and Safety and recruitment as were identifiable to individuals
13c	Update on potential 3G pitch, as part of negotiations

484/24 Full Council

a) Minutes of the Full Council Meeting held on 17th February 2025 and confidential notes:

The Clerk explained that with regard to min. 434/24b, officers had contacted JH Jones with regard to the query raised at the meeting in relation to whether the contractor would honour the five-year contract cost if the council were to extend for a further two years after the three-year term. The contractor has confirmed that they would be happy to negotiate at the end of the contract term. The Clerk advised that JH Jones are very pleased to be continuing to work with the parish council.

Resolved 1: The Minutes of the Full Council Meeting held on Monday 17th February 2025, were formally approved by the council.

Resolved 2: The confidential notes of the Full Council Meeting held on Monday 17th February 2025, were formally approved by the council.

b) Updates from previous Full Council meeting decisions:

i. Melksham Oak School headteacher visit:

It has been arranged for either the new headteacher, assistant headteacher, or both, of Melksham Oak Community School to attend the June Full Council meeting.

It was felt that it was more appropriate for them to meet the new council after the May elections.

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

Following the decision of this Full Council to contact Wiltshire Council and the NHS Integrated Care Board with regard to how the decision to fund a new health facility in Trowbridge was made and whether there were any plans for one in Melksham. No response had been made by either party; therefore, the Clerk has raised this with both organisations as a Freedom of Information request, which has been acknowledged by both.

c) **Draft schedule of parish council meetings dates from 1st May 2025:**

It was noted that although the draft meeting schedule was for the new council, it was prudent to have them in place so that the council had a plan of action. The Clerk confirmed that the new council would ratify these dates at the Annual Council meeting in May. Members agreed with the meeting dates proposed.

Resolved: The council approve the draft meeting dates.

485/24 Planning:

a) **Planning Committee Minutes of 24th February and 17th March 2025:**

Resolved 1: The Minutes of the Planning Committee Meeting held on Monday 24th February 2025, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendment:

Min 443/24 (page 10): Described 'RAF Bowerhill'; however; this should be changed to 'RAF Melksham'. The Clerk highlighted that although this could be changed in the minutes, she had already submitted the comments to Wiltshire Council for the Land North of Berryfield Lane planning application. Members noted this.

Resolved 2: The Minutes of the Planning Committee Meeting held on Monday 17th March 2025, were formally approved by the council and for the Chair to sign them as a correct record.

b) **Confidential notes of 24th February and 17th March 2025:**

It was noted that there were no confidential notes to accompany the planning minutes of the 24th February.

Resolved: The confidential notes of the Planning Committee Meeting held on Monday 17th March 2025, were formally approved by the council and for the Chair to sign them as a correct record with the following typo corrected:

Page 2: 'Berryfield Land' to 'Berryfield Lane'.

c) **Planning Committee recommendations of 24th February and 17th March 2025:**

It was noted that there were no Planning Committee recommendations from the 24th February meeting.

The Clerk explained that at the Planning Committee meeting on 17th March, members recommended submitting comments to the Validation Check survey to Wiltshire Council. Upon reading the survey further, the Clerk has expanded on the comments made at the Planning meeting. Members went through the additions and noted that there were a few minor typos which would be amended. It was noted that fire statements are required for buildings that are at least 7 stories tall containing 2 or more dwellings and for educational accommodation. In the additional document, the Clerk has raised the fact that in this instance this does not apply to buildings such as care homes, hotels, etc., that are between 2 and 6 storeys high and queried why this was the case. Additionally, under the 'Fire Statements' section, members discussed the fact that there have been some issues around fire breaks previously and wished for reference to this to be included as well as local examples included in the comments. It was highlighted that the flats that were built at Pathfinder Way did not have the right fire breaks in the loft, so this had to be retrofitted. In addition, this also happened at the George Ward Gardens development. Members also queried with regard to what happens with warehouses as well if they were below the threshold. Members were happy to approve the expanded version. A copy of the comments is attached to the minutes as Appendix 1.

The Clerk informed members that Catesby had suggested some dates to meet the Parish Council in relation to the Land South of Snarlton Farm application. Members agreed to meet them at 11.30am on Monday, 31st March.

Resolved 1: The recommendations contained in the Planning Committee minutes of 17th March 2025, were formally approved.

Resolved 2: The Council approve the additional comments to the Validation Check survey with the above amendments as discussed.

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

Members noted that the details regarding the meeting with Gleeson and Wiltshire Council with regard to land at Blackmore Farm were in the Planning Committee of 17th March confidential notes.

The meeting went into closed session at this stage.

Councillor Glover reported that Wiltshire Council have confirmed that what the parish council was asking for from the developers for the community centre was correct in most instances. In terms of asking for contingency and services, etc.,

associated with the community centre. It was noted that Wiltshire Council had based their estimate calculations to build a community centre building on the Building Cost Information Service (BCIS); however, one element still needed to be broken down further to fully understand what the estimated figure actually included. The Clerk explained that Wiltshire Council had also allowed 30% of the building cost to include for external works, drainage and incoming services. Gleesons had queried these figures, especially if they were providing a serviced site. They are now waiting for Wiltshire Council to provide them with a breakdown of what was included in the figure that they have presented to them. The Clerk explained that the parish council also wished to see the breakdown of costs to ensure that everything required was included. Members noted this update.

e) East of Melksham Community Centre:

The Clerk explained that no response had been received to date from Melksham Town Council with regard to the parish council's request to discuss the East of Melksham Community Centre. This was following the fact that the parish council had secured land for a new community centre in the Blackmore Farm development s106 agreement. It was noted that this item was on the agenda for the town council's meeting on Monday, 31st March.

f) Update on proposed school at Pathfinder Place:

The Clerk wished to draw members attention to the fact that the comments submitted by Wiltshire Council at the Regulation 16 stage of the Joint Melksham Neighbourhood Plan consultation suggest that they are not planning on building a school at Pathfinder Place, as they are hoping to secure an alternative site through one of the larger local plan developments. It was noted that Wiltshire Council had identified that the land would be required for educational purposes but had not committed to a school being built on the land. The Clerk had identified that there was a clawback clause in the s106 agreement which stated that if the land is not used for a two-form entry school within 10 years of the land transfer, 0.4 hectares of land will need to be returned to the developer. The Clerk drew members' attention to the school places policy in the agenda pack, which details that there are not enough school places for both primary and secondary school children, and this was without the inclusion of the Local Plan allocation, with most now being planning applications. Members expressed frustration about this issue. It was explained that Wiltshire Council's Local Plan said that there must be 70 dwellings allocated in Shaw and Whitley, and the parish council had responded to the consultation stating that there were no school places at Shaw School. They said that the sites needed to be allocated in the Melksham Neighbourhood Plan; however, during the consultation stage had received a comment from the Wiltshire Council education department criticising the allocations by saying that there isn't anywhere for children to go to school.

Members raised concerns at the fact that if a school was not built at Pathfinder Place and a new school was built at the East of Melksham it would mean that the children that reside in Berryfield would have to travel a much longer distance. It was considered that the land at Pathfinder Place had good access with safe

footways to get to the school and was much more suitable to serve the residents of Berryfield. It was highlighted that if another primary school was built at the East of Melksham, it would put it in close proximity to the existing Forest and Sandridge School, where there were already a number of traffic issues in the area at school drop-off and pick-up times.

It was also identified that there was already planning permission to build a school at Pathfinder Way, whereas any potential school at Blackmore Farm would be years away and the school would not be built until 200 houses had been occupied in any case. This would put additional pressure on school places, which would already be limited. Furthermore, the build of the new dwellings at Berryfield was already underway, and the children needed school places available. It was considered that the Pathfinder School would become available and viable much earlier than the Blackmore Farm and would be able to serve the children in the southern part of the parish. It was noted that Aloeric School was close to Berryfield; however, it has no early-year provision.

The Clerk explained that the parish council spent a lot of time responding to the Wiltshire Council school places consultation and had only discovered herself that it had been adopted. Considering that the parish council had put in the time to respond to the consultation, it was felt that there should have been some communication that it had been adopted. Secondly, Wiltshire Council had not informed the parish council that they were potentially not building the school at this location, and it was only discovered following their comments back to the Neighbourhood Plan consultation.

Members also identified that two separate Wiltshire Council documents contradicted each other in terms of the build of the Pathfinder Way School. In the Wiltshire School Places Strategy under the 'Melksham implementation plan' section, it gives the impression that the Pathfinder school would still be built and states for the academic years 2024/25 – 2026/27 that 'New Primary School at Pathfinder Place when required to meet the needs of new housing.' This is in complete contradiction to Wiltshire Council's response to the Melksham Neighbourhood Plan consultation. Members feel that this has arisen due to different departments at Wiltshire Council not liaising with each other and, therefore, not being on the same page, which leads to uncertainty.

After a robust discussion, members agreed that the council should go back to Wiltshire Council to identify the fact that there is a gap in primary school provision for the residents of Berryfield, and the Pathfinder school would be the most suitable option to serve these residents as well as the wider community who reside close to this location. It was felt that timing and stages of development also needed to be addressed with Wiltshire Council.

Resolved: The parish council respond to Wiltshire Council in relation to the Pathfinder Place School as discussed above.

486/24 Highways: Update from National Highways on M4 to Dorset Coast Study

Councillor Glover reported that the parish council had recently received an update from National Highways on the M4 to Dorset Coast Study. It was noted that the preferred recommended route was 5, from the M4 via the A350 to Warminster and then onwards to Salisbury via the A36, which takes it through Melksham. Councillor Glover was asked by the Melksham News to make a comment as an individual, which he read out at the meeting. It was queried whether the council wished to make a comment; members did not feel that they needed to make a comment at this stage.

Resolved: The council do not issue a comment to the Melksham News on the M4 to Dorset Coast Study

487/24 Finance:

a) Receipts & Payments reports for February 2025:

Members noted the receipts and payment reports for February.

b) Cheque signatories/online authority for March payments:

Resolved: Councillors Holt and Glover to be signatories for the March payments.

c) Bank Account and Fund Transfers:

The Clerk explained that £3,000 was required to be moved from the Unity Instant Access Account to the Unity Current Account in order to undertake the payment run.

Post-meeting note: Following the return of a grant cheque which was going to be paid by BACs, and an additional invoice, £11,000 was transferred from the Unity Instant Access account to the Unity Current account.

There was £68,000 available to be moved from the Lloyds Current Account into the CCLA account. It was noted that as the Unity Trust Bank Current Account was the nominated bank account, a cheque transfer would need to be sent to the Unity Current Account in order for it to be transferred on to the CCLA account.

Resolved 1: To transfer £3,000 from the Unity Trust Bank Instant Access account to the Unity Trust Bank Current account.

Resolved 2: To transfer £68,000 from the Lloyds Current Account to the Unity Trust Bank Current account in order for it to be moved across to the CCLA account.

488/24 Asset Management:

a) Progress with Shaw Village Hall lease:

This item was held in closed session.

Councillor Glover reported that the Clerk had spoken to the Secretary of Shaw Village Hall on Friday about the lease. The only real issue that he brought up was the fact that the Village Hall committee wished for a clause to be included in the lease which states that the parish council are providing a 'fit for purpose' building' with the understanding that if something unknown happens that needs to be dealt with, the parish council works with the trustees to fund and seek funding sources. The Clerk explained that in particular the village hall committee was concerned about asbestos; however, the parish council had previously removed it and undertook a survey which confirmed that it was safe. The Clerk explained that as a committee they are conscious that they are taking on a 125-year lease on a building that was built in 1976. Members agreed that they would assist the committee if an issue arose.

Members noted that the lease expires on 14th April 2025, but the trustees are relaxed that the terms of the lease roll over for the short term, which members agreed with. The trustees are keen for the lease to be signed as soon as possible in order for them to apply for grants.

It was noted that the village hall's AGM was held on 15th March and the Chair and Secretary were still in place. There are also a couple of new members working on the field maintenance and football bookings.

Members noted this update and wish for the Clerk to continue with the legal advice as appropriate with regard to the lease negotiation.

b) Actions taken under delegated powers:

Councillor Glover explained that following an issue with one of the water heaters at the pavilion, a repair was undertaken at a cost of £1,793 + VAT under the Clerk's delegated powers. This was for a replacement PCB board in the unit. The Clerk advised that officers had some concerns with regard to the legionella risk due to the low temperatures that the water heater was indicating, which was why this repair took place as soon as possible. It was noted that officers used the fill-in contractor, Heating Associated Services, as the incumbent was unable to attend the site in a timely timeframe due to workload.

c) Shurnhold Fields car park and flood prevention project:

Councillor Glover reported that at a recent Melksham Town Council meeting they queried whether a car park was required at Shurnhold Fields. This was in response to the fact that the Friends of Shurnhold Fields had advised that they did not feel that a car park was required and would not close the proposed gate to the car park in the evening. The parish council had considered that at a previous meeting, but as it was always the intention to have a car park and due to the late stage, the project was agreed to continue with it as previously planned. The parish council also agreed that if the 'Friends' were not willing to open and close the gate, then a gate should

not be installed. Due to the fact that Shurnhold Fields was a joint project with the town council, this was considered at their meeting. Melksham Town Council had raised concerns at the fact of not having a gate at the site, especially because dogs may get out from the field onto the road. The Clerk explained that there was stockproof fencing planned to go around the car park. It is also understood that the residents of the area do not wish for flood prevention. The town council then considered whether a car park was necessary, which puts the whole scheme at risk. Councillor Glover advised that the car park was for both the residents of the parish and town so that they could attend the field; this amenity was not just for the residents of Dunch Lane. Wiltshire Council has obtained funding from the Environment Agency for the flood prevention work; however, this is now under threat due to these delays.

The Clerk explained that the flood work that is being undertaken is not just for the residents of Dunch Lane but also to try and mitigate the flood water backing up so that it can get away from Shaw and Whitley.

At this stage there is currently no update on how this project will be moving forward; however, the town council are due to discuss this issue at their meeting on 31st March with the parish council attending to speak on this item.

d) Quotation for parish Weed spraying

The Clerk advised that a quotation of £1,755 + VAT had been received from Complete Weed Control, the incumbent weed spraying contractor for a parish weed spray in spring. Members felt that this quotation was reasonable as it was comparable to other years. The Clerk advised that the council currently had £1,700 in the budget in the current financial year for weed spraying which was for one weed spray. The Clerk has contacted Wiltshire Council to clarify whether Bowerhill is being weed sprayed this year to ensure that both applications were not undertaken at a similar time; this was understood to be the only area that Wiltshire Council sprayed itself, as was based on village population of 2000+. The Clerk was waiting for Wiltshire Council to come back to her.

Resolved: The council approve the quotation of £1,755 from Complete Weed Control to undertake the parish weed spraying in spring.

489/24 Staffing:

a) Staffing Committee minutes of 10th March 2025:

Resolved: The Minutes of the Staffing Committee Meeting held on Monday 10th March 2025, were formally approved by the council and for the Chair to sign them as a correct record.

b) Confidential notes to accompany the Staffing Committee minutes of 10th March 2025:

Resolved: The confidential notes of the Staffing Committee meeting held on Monday 10th March, were formally approved by the council.

c) Staffing Committee recommendations of 10th March 2025.

Resolved 1: The recommendations contained in the Staffing Committee minutes of 10th March 2025, were formally approved with the following amendment:

Min.459/24d: A typo had been made on the hourly rate for the position; therefore, this needed to be changed from £13.85 to £12.85.

The Clerk explained that following a query at the Staffing Committee meeting, she had looked at the Inland Revenue guidance for mileage, and it did not specify that an employee's car insurance policy needed to be fully comprehensive in order to receive the £0.45 per mile rate.

Members highlighted that there was some discussion at the Staffing Committee meeting with regard to all staff members signing a confidentiality agreement. It was noted that this had not been included in the minutes of the meeting, and discussion took place on whether this was required. Members agreed that if this is not included in any other of the council's policies, an agreement should be signed.

Resolved 2: The parish council formally appoint Fiona Dey as Parish Officer, to start employment with the council on Tuesday 22nd April 2025.

Resolved 3: The council ask all staff members to sign a confidentiality agreement if it isn't already included in the staffing policies.

490/24C Partnership working:

a) Age UK Wiltshire:

Councillor Glover explained that the parish council previously agreed to have a tri-party service level agreement for year 3 of the Age UK project with the town council; however, no response had been received from them to date on this. As the contract starts from 1st April 25, a service level agreement has been drawn up between the parish council and Age UK only. It was noted that the town council had only budgeted £11,500 for the project, even though the project for the 2024/25 financial year for each council was £12,000 each (total project cost £24,000), as it is agreed that both councils would pay a 50% split for the project. The Clerk advised that the parish council had budgeted £12,300 for the 2025/26 financial year. Age UK has confirmed that the full project cost for the 2025/26 year would be £24,720, with both councils required to pay £12,360 each. It was noted that a cut in this amount by either

party would mean a cut in service. The Deputy Town Clerk had come back late this afternoon on this matter and advised that the town council would provide £11,500 to Age UK for the project for 2025/26, and they would need to apply to the town council for a grant for the rest of the funding. The Clerk explained that she had spoken to Age UK today, and it was felt that this was messy in the fact that they may not receive the grant from the town council for the additional funding, etc. If the parish council were paying the full amount requested and the town didn't, how would this work, for example, as it was felt unfair that the parish council contributed more to the project. After a discussion, members felt that the parish council should move ahead with the service level agreement between themselves and Age UK and let the town council have a separate one with Age UK. If the town council are unable to provide the full funding for the project, there will have to be a cut in service for town residents.

Resolved: The parish council approve to pay Age UK Wiltshire £12,360 for the Melksham Community Support project. The service level agreement to be signed.

b) Joint Emergency Plan:

Councillor Glover reported that the Clerk was due to meet with the Deputy Town Clerk in early March to discuss the emergency plan; however, this had been postponed. A second meeting was scheduled; however, this was also postponed as this was now being left for the new town council to consider after the election. The Clerk explained that following the legacy of Covid, both councils applied in June 2022 for some SSE funding for a fridge magnet to be produced for all residents with the emergency response phone number on it. The grant also covered the phone line, database, etc., which the parish council is paying for each month from the grant. The Clerk has tried on several occasions to have a conversation with the town council about this, with no resolution. After a discussion, members felt that the town council should be given one more chance to put it on their agenda for the new council to consider; otherwise, the parish council will undertake the emergency plan for their own residents on their own.

Resolved: The parish council wait one more time for the town council to put the Joint Melksham Emergency Plan on the agenda for consideration after the May election when the new council are in place. If this does not happen the parish council will have their own emergency plan for parish residents only.

c) Potential 3G pitch for the Melksham Community Area:

This item was held in closed session.

Councillor Glover reported that Wiltshire Council have identified in their Playing Pitch strategy that there is a need for two 3G pitches in the Melksham area. A pre-meeting was held with the parish and town councils, Wiltshire Council, the Football Foundation and Wiltshire FA. The Clerk explained that

the Football Foundation would provide two-thirds of the funding towards a 3G pitch, which is about £600,000, with the community required to pay the other c. £300,000. The Clerk explained that some of this funding was coming through in the s106 agreements for large housing developments in Melksham.

Resolved: The parish council encourage the football and rugby club and Future of Football to get together and discuss how the management of a 3G pitch would work/ form a partnership with the parish council facilitating this.

d) Wilts & Berks Canal Trust school programme:

Councillor Glover reported that the parish council had received some correspondence from the Wilts & Berks Canal Trust in relation to their school programme, which would involve volunteers going into schools and delivering lessons. The aim of the programme is to:

- People to go into schools and help plan education programmes, which could include visits to the canal, museums, libraries, outdoor learning teams and boat trips.
- With support, they would like people to go into schools to deliver lessons.
- They would like someone to coordinate the activities and perhaps train the volunteers.

They are looking for organisations who may wish to partner with them, which could take many forms, including co/delivering activities for children and families. Members considered this request; however, although they support the principle of additional education as proposed above in schools are unable to provide any practical help with this project.

Resolved: The parish council respond to the request and explain to the Wilts & Berks Canal that although they support the project in principle, they are unable to find a way to provide practical help with this project.

Meeting closed at 9.16 pm

Chairman, 14th April 2025

Appendix 1:

Survey

Thank you for notifying us of your current consultation on the Verification Document Checklist for planning applications. Please find the response of Melksham Without Parish Council. Whilst the thrust of recent Government legislation is to slim down and speed up the planning application process, the parish council feels it's even more important than ever that the documentation that forms part of the planning application process is complete, especially if more decisions are taken under delegated powers without the scrutiny of elected members and the ability for the community and parish councils to attend Planning Committee meetings to raise issues and concerns.

For outline/full planning applications:

Design and Access Statements are required for any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire. The parish council welcomes these Design and Access statements and would like to see more use of them for smaller applications, on a proportionate scale with say a side of A4 pulling together the main points and documentation included for small developments, rising to the ones for 20-50 pages we review on a regular basis for the larger developments. They are a really good snapshot and summary of the application and their use are welcomed, perhaps the submission of a proportionate Statement for dwellings 1-9?

Flood Risk Assessments are required when the development falls within Flood Zone 2 or 3 but the parish council would like to see them included when development is in an area that has experienced internal property flooding in previous years (15/20?) as we understand the drainage team are not consulted if less than 10 dwellings and therefore would not be aware to comment.

Transport assessments are required for over 100 houses and the parish council thinks the threshold for this should be set at least 20 dwellings. Wiltshire Council allocate the strategic sites in their Local Plan allocation policies, but that leaves smaller sites for allocation in Neighbourhood Plans for example, as these are smaller sites they do not have the scope for mobility hubs, and community infrastructure within the proposed development, and therefore the transport assessment is as important, if not more important, for smaller sites. With the probability of more speculative, rather than plan led development, due to the latest NPPF changes and uplift in housing numbers, then development is expected to come forward in sites that have not been previously considered in sustainable locations and most likely to be outside the settlement boundary. The transport assessments should also include the impact from construction traffic, which is impactful on local communities for developments of less than 100 dwellings. Transport assessments are required for retail/employment/leisure uses of 1000 square meters or more and for waste management facilities. The parish council wish to see infrastructure added to this list to cover solar farm installations, BESS installations, upgrades to the National Grid sub stations etc. There also needs to be a way of picking up the cumulative effect of neighbouring sites in construction management plans with many issues involving public projection, planning

enforcement and highways officers at Westlands Lane in Beanacre in the parish at present, with construction vehicles working on site in neighbouring fields and accessing off the same narrow weight limited rural road off the busy A350 for 2no. BESS sites, 1no. major solar farm site and several infrastructure upgrades at the National Grid substation. This has clearly impacted on the nearby trunk road, and had a big impact on the existing community and will do for some months, but would not be picked up under your current criteria for requiring Transport Assessments. The parish council note that a lot of transport assessments are not realistic, and some are economical with the truth – so it says a regular bus journey but not that it's not in the evenings or on a Sunday. They have very ambitious walking times to public transport sites, so for example, taking a route down a grass verge of an A road, and not the route that a pedestrian would actually take via a pavement. Can the Transport Assessments have some criteria that asks for more detailed information on timetables or frequency of bus/train journeys? And those walking routes are more realistic, and less “as the crow flies”?

Land Contamination Assessments are required for redevelopment of former petrol filling sites or commercial garages and for landfill sites and other brownfield sites where contamination is known or suspected. Does this cover previously developed land such as farms for example? As they do not meet the planning definition of brownfield. We are also aware of a site that came forward in the call for sites in the Melksham Neighbourhood Plan that was green fields that had diseased cattle buried following a pandemic, would these be covered by your current description of brownfield or landfill?

Functional and Viability Assessment are required for a proposal that includes an isolated dwelling in the countryside for agricultural, equestrian or other rural based enterprises. A professional assessment by independent expert/consultant on whether there is an essential need for a rural worker to live near their place of work in the countryside. The parish council queries if this is being put into practice now, as have reviewed a few of these applications in the parish, and don't recall ever seeing an independent assessment by a professional, just a statement of the applicant.

Noise impact assessments are required for industrial uses within class B2 (general industrial uses) and that are proposed within 10 metres of a boundary with a residential property or waste management facilities. It is also for proposed residential uses that are adjacent to or within close proximity of noise generating industrial uses. The parish council feels strongly that noise assessments should be required for solar farms, BESS and related infrastructure, as these do not fall under class B2. BESS are *suis generis* for example. These need to cover a much wider area than just 10 metres. As an example, the public protection team had to intervene during the installation of the BESS sites adjacent to the National Grid substation at Beanacre, but for the impact on dwellings in the neighbouring village of Whitley, some 150 metres away. There were noise issues from construction, but also necessitated the change in location of permanent equipment due to the noise impact on residents.

Ventilation/Extraction Details are required for proposed new restaurants, hot food

takeaways and public houses and other premises selling/serving hot food. The parish council note that they have very recently considered an application for a pet crematorium, and whilst these details were included, it looks like there was no requirement for them to be included with the planning application, and these wider uses should be considered.

Landscape and Visual Impact Appraisals are required for major development or waste management facilities within or adjacent to an area of outstanding natural beauty. The parish council queries why these assessments are only required for considering impact on areas of outstanding natural buildings – so for example, one has just been done for the large warehouse proposed outside the industrial area and settlement boundary of Bowerhill in the parish, but surely for the development of a large warehouse these should be requested as standard from the onset, the same for BESS and solar farm applications.

Statement of Community Involvement has a list of when required, and the parish council assumes that warehouses, factories, solar farms, BESS and related infrastructure would be included in the clause “other developments of 1000 sq. metres or more likely to generate significant public interest” but who decides whether they are likely to generate such interest? surely the industrial and renewable energy sites should have their own listing too. The recent warehouse planning application in the parish had over 100 people turn up at the parish council’s planning committee meeting and yet, they had not undertaken the information your list stipulates “submission of a report outlining what public consultation has been undertaken and how the results have been considered within the application” – they had under pre app discussions with parish councils and Wiltshire Council but not the wider community.

Planning Obligations Draft Heads of Terms. The parish council thinks it’s important that they evolve throughout the planning application process, and that all parties, including the community and parish and town councils can see these documents on the online portal so that they can comment on them too.

Fire Statements are required involving buildings that are at least 18 metres (or 7 stories) tall containing 2 or more dwellings and for educational accommodation. The parish council queries why this does not apply to care homes, sheltered accommodation, hotels etc and for buildings as described that are 2-6 storeys high. Does the requirement for fire statements include any proposed changes following the Grenfell Inquiry?

Address and document checks

The parish council comments that on several occasions over the last few months, we have been unable to comment on a couple of applications because the address on the site plans/documentation has been different to the site address on the application form; and so therefore are not sure which one was correct. They also feel that on occasion the application title, and what is published, did not accurately reflect the site, and could have set hares running – in this example it published a BESS site address but was not related to that. So, whilst it’s not what is on the validation list per se, it’s a request that the checks are done on the information received to ensure

that they meet the standards required.

Date: 06/03/2025

Time: 09:46

Melksham without Parish Council Current Year

Cashbook 1

Current Account & Instant Acc

Page: 233

User: MR

For Month No: 11

Receipts for Month 11			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,454.53					6,454.53	
V4358-BACS	Banked:03/02/2025	21.00						
V4358-BACS	Future of Football	21.00			1260	210	21.00	Inv.473- Hire of kitchen & gam
V4359-BACS	Banked:17/02/2025	69.00						
V4359-BACS	Pilot FC	69.00			1210	210	69.00	Inv.484- 15th February match
V4360-BACS	Banked:21/02/2025	69.00						
V4360-BACS	Staverton Rangers	69.00			1210	210	69.00	Inv.482-8th Feb Match
V4361-BACS	Banked:24/02/2025	8.47						
V4361-BACS	BASRAG	8.47			1130	110	8.47	Inv.486-Photocopying
V4362-BACS	Banked:25/02/2025	64,763.52						
V4362-BACS	Wiltshire Council	64,763.52			1170	400	64,763.52	Inv.480- Davey P/A S106 mainte
					356		64,763.52	Inv.480- Davey P/A S106 mainte
					6001	400	-64,763.52	Inv.480- Davey P/A S106 mainte
	Banked:26/02/2025	35,500.00						
V4345-TRAN	Unity Bank	35,500.00			220		35,500.00	Transfer from Unity to Lloyds
Total Receipts for Month		100,430.99	0.00	0.00			100,430.99	
Cashbook Totals		106,885.52	0.00	0.00			106,885.52	

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Date: 06/03/2025		Melksham without Parish Council Current Year					Page: 234		
Time: 09:46		Cashbook 1					User: MR		
		Current Account & Instant Acc					For Month No: 11		
Payments for Month 11					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>
03/02/2025	Water2Business	V4353-DD	281.05			4322	220	281.05	Inv.047-Pavilion water charges
17/02/2025	Daisy (Onebill)	V4354-DD	51.85		8.64	4384	220	43.21	Inv.602-Pavilion line & wifi
17/02/2025	Daisy (Onebill)	V4355-DD	60.11		10.02	4384	220	50.09	Inv.606-Pavilion line & wifi
17/02/2025	Daisy (Onebill)	V4354-DD	-51.85		-8.64	4384	220	-43.21	ERROR WRG CB
17/02/2025	Daisy (Onebill)	V4354-DD	51.85		8.64	4190	120	43.21	Inv.605-Office line & wifi
27/02/2025	Lamplight	V4356-DD	57.00		9.50	4686	170	47.50	Inv.532-Database hosting
28/02/2025	Lloyds Bank	V4358-SERV	8.50			4140	120	8.50	Service Charge
Total Payments for Month			458.51	0.00	28.16			430.35	
Balance Carried Fwd			106,427.01						
Cashbook Totals			106,885.52	0.00	28.16			106,857.36	

Date: 06/03/2025

Melksham without Parish Council Current Year

Page: 245

Time: 09:46

Cashbook 2

User: MR

Unity Bank

For Month No: 11

Receipts for Month 11			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		18,519.80					18,519.80	
V4350-INTE	Banked: 04/02/2025	2,311.32						
V4350-INTE	CCLA	2,311.32			1080	110	2,311.32	Interest
	Banked: 24/02/2025	68,000.00						
V4344-TRAN	CCLA	68,000.00			240		68,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		70,311.32	0.00	0.00			70,311.32	
Cashbook Totals		88,831.12	0.00	0.00			88,831.12	

Continued on Page 246

Date: 06/03/2025		Melksham without Parish Council Current Year						Page: 246	
Time: 09:46		Cashbook 2						User: MR	
		Unity Bank						For Month No: 11	
Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/02/2025	Grist Environmental	V4352-BACS	127.46		21.24	4770	220	106.22	Inv.767- B'hill waste away
07/02/2025	Berryfield Village Hall Trust	V4348-BACS	37.50			4200	120	37.50	Hall hire- Planning meeting
11/02/2025	CCLA	V4347-TRAN	13,000.00			240		13,000.00	Transfer from Unity to CCLA
17/02/2025	Lloyds Bank PLC	V4346	340.06		56.17	4175	120	24.97	Adobe subscription
						4190	120	68.60	Office 365 subscription
						4190	120	36.90	Office phone charges
						4190	120	30.90	Office 365- officers
						4175	120	5.50	Council website web hosting
						4150	120	9.06	Whiteboard pens
						4200	120	12.99	Zoom subscription
						4150	120	14.58	Pens
						4150	120	13.79	A4 Pads
						4150	120	4.57	Batteries
						4370	120	13.27	Antibacterial spray
						4150	120	12.63	Magnets and pens
						4721	220	21.12	Locks for goal posts
						4150	120	6.02	Batteries
						4686	170	5.99	MCS Phone line
						4140	120	3.00	Monthly Fee
18/02/2025	EDF Energy	V4349-DD	122.56		5.84	4302	220	116.72	Inv.04- Pavilion Electricity
26/02/2025	Agilico	V4327-BACS	43.36		7.23	4150	120	36.13	Inv.875-Office photocopying
26/02/2025	Aquasafe Environmental Ltd	V4328-BACS	150.00		25.00	4212	220	125.00	Inv.250201-Feb PPM visit
26/02/2025	Bowerhill Village Hall	V4329-BACS	57.50			4200	120	57.50	Hire of room- Planning meeting
26/02/2025	Infinity Playgrounds	V4330-BACS	2,202.00		367.00	4575	142	1,835.00	Inv.381-Replacement springer S
26/02/2025	JC Combustion Services Ltd	V4331-BACS	300.00		50.00	4212	220	250.00	Inv.4102-Call out- water heat
26/02/2025	Jens Cleaning	V4332-BACS	141.00			4381	220	141.00	Inv.1086-Changing room cleanin
26/02/2025	JH Jones & Sons	V4333-BACS	2,376.56		396.09	4402	320	69.47	Inv.4828-Allotment grass cutti
						4400	142	477.98	Inv.4828-Play Area grass cutti
						4780	142	187.84	Inv.4828-Play Area bin emptyin
						4781	220	91.92	Inv.4828-JSF bin emptying
						4401	220	856.84	Inv.4828-JSF Pitch Maintenance
						4409	142	188.65	Inv.4828- Hornchurch grass cut
						4405	220	49.44	Inv.4828-JSF Hedge
						4820	142	37.50	Inv.4828-Shurnhold Fields gras
						347	0	-37.50	Inv.4828-Shurnhold Fields gras

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Continued on Page 247

Date: 06/03/2025		Melksham without Parish Council Current Year				Page: 247			
Time: 09:46		Cashbook 2				User: MR			
		Unity Bank				For Month No: 11			
Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
							6000 142	37.50	Inv.4828-Shurnhold Fields gras
							4402 320	20.83	Inv.4828-BSF Hedge cut
26/02/2025	JH Jones & Sons	V4334-BACS	694.80		115.80	4540	142	579.00	Inv.4798-SID Deployment
26/02/2025	Kanconnections	V4335-BACS	300.00		50.00	4049	142	30.00	Inv.1683-PIR Light Whitley R d
							4721 220	220.00	Inv.1683-Pavilion CCTV repair
26/02/2025	Wiltshire Publication	V4336-BACS	59.52		9.92	4230	120	49.60	Inv.460- Grant Advert
26/02/2025	HM Revenue & Customs	V4337-BACS	2,824.17			4041	130	993.67	Period 11- February 2025
						4000	130	887.20	Period 11- February 2025-T
						4000	130	285.17	Period 11- February 2025-NI
						4010	130	276.80	Period 11- February 2025-T
						4010	130	122.73	Period 11- February 2025-NI
						4010	130	27.00	Period 11- February 2025
						4460	142	201.80	Period 11- February 2025-T
						4800	320	11.00	Period 11- February 2025-T
						4070	120	18.80	Period 11- February 2025-T
26/02/2025	Wiltshire Pension Fund	V4338-BACS	2,217.58			4045	130	1,667.74	Period 11- February 2025
						4000	130	400.08	Period 11- February 2025
						4010	130	149.76	Period 11- February 2025
26/02/2025	John Glover	V4343-BACS	28.20			4070	120	28.20	February 2025 Chairs allowance
26/02/2025	Current Account & Instant Acc	V4345-TRAN	35,500.00			200		35,500.00	Transfer from Unity to Lloyds
28/02/2025	Teresa Strange	V4339-BACS			6.60	4000	130		February 2025 Salary
						4070	120	43.48	Dec Full Council refreshments
						4070	120	88.10	Drinks for chairs allowance
						4230	120	306.73	Parish officer role advertisin
						4065	130	35.00	Eye screening
						4190	120	4.42	Feb out of hours mobile
28/02/2025	Marianne Rossi	V4340-BACS				4010	130		February 2025 Salary
28/02/2025	Terry Cole	V4341-BACS				4460	142		February 2025 Salary
						4050	142	47.50	February Travel allowance
						4051	142	33.75	Mileage x75
28/02/2025	David Cole	V4342-BACS				4800	320		February 2025 Salary
28/02/2025	Unity Trust Bank	V4351-BACS	9.45			4140	120	9.45	Service charge

Total Salaries
for February 25
£7,120.94

Continued on Page 248

Date: 06/03/2025		Melksham without Parish Council Current Year				Page: 248
Time: 09:46		Cashbook 2				User: MR
		Unity Bank				For Month No: 11
<hr/>						
Total Payments for Month	68,218.24	0.00	1,110.89		67,107.35	
Balance Carried Fwd	20,612.88					
Cashbook Totals	88,831.12	0.00	1,110.89		87,720.23	

Date: 06/03/2025

Time: 09:46

Melksham without Parish Council Current Year

Cashbook 3

Fixed Term Deposit

Page: 139

User: MR

For Month No: 11

Receipts for Month 11		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	

Continued on Page 140

Date: 06/03/2025		Melksham without Parish Council Current Year				Page: 140	
Time: 09:46		Cashbook 3				User: MR	
		Fixed Term Deposit				For Month No: 11	
Payments for Month 11		Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u> <u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
			0.00				
Total Payments for Month			0.00	0.00	0.00		0.00
Balance Carried Fwd			0.00				
Cashbook Totals			0.00	0.00	0.00		0.00

Date: 06/03/2025	Melksham without Parish Council Current Year	Page: 45
Time: 09:46	Cashbook 4	User: MR
	Instant Access Unity 20476339	For Month No: 11

Receipts for Month 11			Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount
	Balance Brought Fwd :	13,823.13					13,823.13
	Banked:	0.00					
			0.00				0.00
Total Receipts for Month		0.00	0.00	0.00			0.00
Cashbook Totals		13,823.13	0.00	0.00			13,823.13

Continued on Page 46

Date: 06/03/2025

Time: 09:46

Melksham without Parish Council Current Year

Cashbook 4

Instant Access Unity 20476339

Page: 46

User: MR

For Month No: 11

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
Total Payments for Month			0.00	0.00	0.00	0.00			
Balance Carried Fwd			13,823.13						
Cashbook Totals			13,823.13	0.00	0.00	13,823.13			

Receipts for Month 11				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		577,000.00					577,000.00	
Banked: 11/02/2025		13,000.00						
V4347-TRAN	Unity Bank	13,000.00			220		13,000.00	Transfer from Unity to CCLA
Total Receipts for Month		13,000.00	0.00	0.00			13,000.00	
Cashbook Totals		590,000.00	0.00	0.00			590,000.00	

Continued on Page 22

Date: 06/03/2025	Melksham without Parish Council Current Year	Page: 22							
Time: 09:46	Cashbook 5	User: MR							
	CCLA	For Month No: 11							
Payments for Month 11		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>
24/02/2025	Unity Bank	V4344-TRAN	68,000.00			220		68,000.00	Transfer from CCLA TO Unity
Total Payments for Month			68,000.00	0.00	0.00			68,000.00	
Balance Carried Fwd			522,000.00						
Cashbook Totals			590,000.00	0.00	0.00			590,000.00	

Reference: FOI 50199 BSW QOX

Subject: New Health and Care Facility for Melksham

I can confirm that we have now completed the search for the information requested, please see responses below:

QUESTION	RESPONSE
<p>1. Regarding the Integrated Care Centre being developed in Trowbridge, and 'sister' site in Devizes.</p> <p>How the decision to fund these services in Devizes and Trowbridge has been made</p>	<p>Data plays a crucial role in our decision making. It identifies where services need to be, advancing population health initiatives, enabling the identification of health disparities, and the measurement of outcomes to inform future efforts. It is therefore crucial that we effectively utilise data to inform our decision-making to ensure we prioritise our investments effectively and make the most of the capital that we have available.</p>
<p>2. Whether there are plans for something similar to update/replace the hospital at Melksham.</p>	<p>The ICB has an ambition to develop more integrated care centres across BSW, with Melksham potentially being one of those in the future (amongst other properties). However, as noted above, this determination needs to be data driven as part of whole system planning. We are continuing to develop data tools / toolkits to support our work to understand the impact of shifting models of care and the requirement of the estate and future space requirements across our system. In addition, the ICB is reliant on capital funding from national funding schemes to enable these types of developments. We are not aware of any national capital funding schemes at this time.</p>

The information provided in this response is accurate as of 4 April 2025 and has been authorised for release by NHS Bath and North East Somerset, Swindon, and Wiltshire ICB.

**MINUTES of the Annual Parish Meeting of Melksham Without
Parish Council held on Monday 3rd March 2025 at 7.00pm
At Shaw CofE Primary School, Corsham Rd, Shaw, Melksham SN12 8EH**

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

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

In attendance: Wiltshire Councillors Nick Holder (Bowerhill) and Jonathon Seed (Melksham Without West & Rural). Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold) was due to provide his report; however, he had to leave prior to the start of the meeting to attend a Melksham Town Council meeting as a Town Councillor. A written version of Councillor Alford's report is included in the Annual Parish booklet.

Kate Brooks from Age UK Wiltshire was also in attendance to give a short presentation on the joint Melksham Community Support project. It was noted that Sarah Thomson (Melksham Community Support project worker) was due to give the presentation; however, she was unwell and left shortly before the meeting started.

41 Members of public

1. Welcome, Housekeeping and Apologies

Councillor Glover warmly welcomed everyone to the meeting and explained the fire evacuation procedures in the event of a fire.

2. Chair's report on the work of the Council during the year.

Councillor Glover gave his report of the work of the parish council during 2024/25 (**Appendix 1**) and thanked all the volunteers who kept the notice boards up to date and checked the community access defibrillators in the parish. The detailed work undertaken by CAWS (Community Action Whitley and Shaw) on the Lime Down Solar Park proposals in Whitley was commended and congratulated.

3. Reports from the Wiltshire Councillors for the Parish

- i. **Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)- Appendix 2:** Councillor Seed provided a verbal overview of his report.
- ii. **Wiltshire Councillor Seed as Chair of Melksham Area Board- Appendix 3:** A brief report was provided on what the Melksham Area Board does and the work that has been undertaken during the year. Councillor Seed explained that the Melksham Area Board is the local arm of Wiltshire Council so that local issues could be raised by the local

community and fed directly into Wiltshire Council. Area Boards have funding available to be distributed within the local community to help local people. Over the last four years the Area Board has distributed over £200,000 into the local community, which included significant investment into the parish area. Councillor Seed introduced the Melksham Area Board Strategic Engagement and Partnership Manager, Richard Rogers, who briefly explained his role and provided his contact details for any organisations who wished to get in contact with him to discuss any projects.

- iii. **Wiltshire Councillor Nick Holder (Bowerhill)- Appendix 4:** Councillor Holder provided highlights from his report. In particular, he highlighted that there had been significant investment in the Bowerhill area from the Area Board, including funding towards Bowerhill Village Hall to ensure that it remains a fit for purpose community asset. Councillor Holder advised that the site for the proposed new primary school at Pathfinder Place was progressing slowly in terms of the security of the site. There is a final stretch of fencing left to be installed, and it will then be fully secured. The hope is once this is done that the public open space around the site will be open and fully available for all members of the public by the end of April, weather permitting. Councillor Holder explained that he was a cabinet member for Highways, Streetscene and flooding and commended the approach taken by the parish council with regard to flooding and the work that the council has undertaken in the community around this issue. It is considered by Wiltshire Council as an exemplar in terms of how the council engages with the Flood Wardens.
- iv. **Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)-** As detailed above, Councillor Alford had sent his apologies for this evening's meeting. His report has been provided under **Appendix 5** in the Annual Parish Booklet.

4. Written reports from Organisations and Groups in the parish

The following reports were noted:

Action Groups

BRAG (Bowerhill Residents Action Group)- **Appendix 6**

CAWS (Community Action: Whitley & Shaw)- **Appendix 7**

BASRAG (Berryfield and Semington Road Action Group)- **Appendix 8**

Village Halls

Bowerhill Village Hall- **Appendix 9**

Berryfield Village Hall- **Appendix 10**

Groups and Organisations

Melksham Food and River Festival- **Appendix 11**

Shaw and Whitley Garden Club- **Appendix 12**

Melksham Gardeners' Society- **Appendix 12**

Age UK Wiltshire- Melksham Fitness & Friendship Club- **Appendix 13**

Age UK Wiltshire- Melksham Community Support (MCS) service- **Appendix 14**
 Alzheimer's Support- **Appendix 15**
 Melksham WI- **Appendix 16**
 Group Five- **Appendix 16**
 Read Easy- **Appendix 16**
 Wiltshire and Bath Air Ambulance Charity- **Appendix 17**
 The South Western Ambulance Charity- **Appendix 18**
 AFC Melksham Disabled Football- **Appendix 19**
 Bowerhill Baby and Toddler Group- **Appendix 20**
 Friends of Giffords Surgery- **Appendix 21**
 Shaw & Whitley Community Emergency Group- **Appendix 22**
 FearFree Charity- **Appendix 23**
 Shaw and Whitley Community Hub- **Appendix 24**
 that meeting space- **Appendix 25**
 Shaw and Whitley Art Group- **Appendix 25**
 Melksham Remembers- **Appendix 26**
 Melksham & District Historical Association- **Appendix 26**
 Melksham and Corsham Gateway Club- **Appendix 26**
 Avon Bowls Club- **Appendix 27**
 Melksham Carnival- **Appendix 28**

5. Presentation from Age UK Wiltshire on Melksham Community Support:

Kate Brooks from Age UK Wiltshire gave a short presentation on the Melksham Community Support project. She explained that the service was created following the Melksham Emergency Support Scheme, which was a joint initiative by the parish and town councils during the COVID-19 pandemic. Kate shared statistics from the scheme, including 445 volunteers who came forward to help, 1,919 phone calls received on the emergency support phone line, and 919 prescriptions delivered. Volunteers also provided services such as shopping, dog walking, and friendly phone. Kate highlighted that the scheme revealed the ongoing struggles some members of the community were facing even before the pandemic, and this led to both the parish and town councils looking at how these members could still be supported. As a result, the Melksham Community Support service was developed in partnership with Age UK Wiltshire, which follows on from the emergency support service. She outlined the aims of the service and described the role of the project worker, who has been in place since July 2023. Kate also shared notable achievements from 2024, including support provided to over 100 individuals, addressing 694 issues, and completing 160 home visits. Information about how to contact the service was also provided, with leaflets available at the meeting for people to collect.

6. Update on the Neighbourhood Plan Review

Councillor Pafford, as Chair of the Neighbourhood Plan Steering Group, provided an update on the neighbourhood plan review, which is now at the examination stage after several public consultations. The Melksham Neighbourhood Plan Steering Group has been as thorough as possible with regard to consulting on the plan. The examiner has visited all parts of the plan's community area, and following this has sent across some questions that the Melksham Neighbourhood

Plan qualifying bodies will need to respond to. A response to the questions is due to be approved over the next week or so. Once the examination has been completed, the plan will go to referendum, currently planned for 1st May for residents to vote on.

7. Comment and question time

No questions were received from the members of the public.

8. To present Grant Aid cheques to local organisations and groups.

The Chair and Vice Chair presented Grant Aid cheques to those groups and organisations who had been awarded a grant, having provided a service which benefitted the residents of the parish. The 2385 (Melksham) Squadron ATC were presented with a repurposed defibrillator, which was what they were asking for funding towards in their grant application. The parish council had replaced all out-of-date pads and the rescue-ready kit prior to the handover at this evening's meeting.

The Chairman invited groups and organisations to say a few words whilst receiving their grant cheques, with representatives from all the groups thanking the parish council for their support and providing an explanation of the services they provided and what they would be spending their grant funding on.

Meeting finished at 8.30pm

Signed
Full Council Meeting, 14th April 2025

Date: 02/04/2025

Melksham without Parish Council Current Year

Page: 235

Time: 10:23

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		106,427.01					106,427.01	
V4431-BACS	Banked: 03/03/2025	69.00						
V4431-BACS	Pilot FC	69.00			1210	210	69.00	Inv.490-1st March 25
V4432-BACS	Banked: 03/03/2025	69.00						
V4432-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.488- For match 2nd March 2
V4433-BACS	Banked: 03/03/2025	10.00						
V4433-BACS	Berryfield Village Hall	10.00			1120	110	10.00	Inv.487-Annual rent 25/26
V4434-BACS	Banked: 03/03/2025	40.00						
V4434-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 17b Berryfield
V4435-BACS	Banked: 04/03/2025	826.06						
V4435-BACS	Wiltshire Council	826.06			1420	350	826.06	CIL 2022/08848 1OF1
V4436-BACS	Banked: 04/03/2025	4.76						
V4436-BACS	J Glover (British Girlguiding)	4.76			1130	110	4.76	Inv.481- Photocopying
V4437-BACS	Banked: 11/03/2025	69.00						
V4437-BACS	Pilot FC (E Blackmore)	69.00			1210	210	69.00	Inv.490- 8th March 25 match
V4438-BACS	Banked: 17/03/2025	69.00						
V4438-BACS	Pilot FC (E Blackmore)	69.00			1210	210	69.00	Inv.490- 15th Marcg 25 match
V4441-BACS	Banked: 17/03/2025	69.00						
V4441-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.488- 16th March match
V4442-BACS	Banked: 18/03/2025	69.00						
V4442-BACS	Staverton Rangers (K Dyckes)	69.00			1210	210	69.00	Inv.489 Match 1st March 25
V4443-BACS	Banked: 24/03/2025	69.00						
V4443-BACS	Pilot FC (E Blackmore)	69.00			1210	210	69.00	Inv.490-22nd March 25 match
V4444-BACS	Banked: 25/03/2025	69.00						
V4444-BACS	Bath Road Wanderers	69.00			1210	210	69.00	Inv.488- 23rd March match
Total Receipts for Month		1,432.82	0.00	0.00			1,432.82	
Cashbook Totals		107,859.83	0.00	0.00			107,859.83	

Continued on Page 236

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/03/2025	Bowerhill Village Hall	V4363-6196	5,000.00			4620	170	5,000.00	Grant award 2025/26
03/03/2025	Shaw Village Hall	V4364-6197	9,250.00			4620	170	9,250.00	Grant award 2025/26
03/03/2025	Berryfield Village Hall Trust	V4365-6198	1,700.00			4620	170	1,700.00	Grant award 2025/26
03/03/2025	Berryfield Village Hall Trust	V4365-6198	-1,700.00			4620	170	-1,700.00	Returned CHQ
03/03/2025	BRAG	V4366-6199	450.00			4610	170	450.00	Grant Award 2025/26
03/03/2025	BASRAG	V4367-6200	500.00			4610	170	500.00	Grant Award 2025/26
03/03/2025	Community Emergency Group S&W	V4368-6201	220.00			4610	170	220.00	Grant Award 2025/26
03/03/2025	CAWS	V4369-6202	2,250.00			4610	170	2,250.00	Grant Award 2025/26
03/03/2025	4Youth (South West)	V4370-6203	3,000.00			4610	170	3,000.00	Grant Award 2025/26
03/03/2025	Bowerhill Baby & Toddler Group	V4371-6204	1,500.00			4610	170	1,500.00	Grant Award 2025/26
03/03/2025	Group Five	V4372-6205	500.00			4610	170	500.00	Grant Award 2025/26
03/03/2025	Melksham PHAB	V4373-6206	500.00			4610	170	500.00	Grant Award 2025/26
03/03/2025	Wiltshire & Bath Air Ambulance	V4374-6207	1,000.00			4610	170	1,000.00	Grant Award 2025/26
03/03/2025	South Western Ambulance Charit	V4375-6208	500.00			4610	170	500.00	Grant Award 2025/26
03/03/2025	Age UK Wiltshire	V4376-6209	300.00			4610	170	300.00	Grant Award 2025/26
03/03/2025	Alzheimer's Support	V4377-6210	450.00			4610	170	450.00	Grant Award 2025/26
03/03/2025	Read Easy	V4378-6211	100.00			4610	170	100.00	Grant Award 2025/26
03/03/2025	Meadowbrook Wiltshire (CIC)	V4379-6212	300.00			4610	170	300.00	Grant Award 2025/26
03/03/2025	Wiltshire Search & Rescue	V4380-6213	500.00			4610	170	500.00	Grant Award 2025/26
03/03/2025	Friends of Giffords Surgery	V4381-6214	700.00			4610	170	700.00	Grant Award 2025/26
03/03/2025	St John Ambulance	V4382-6215	250.00			4610	170	250.00	Grant Award 2025/26
03/03/2025	FearFree	V4383-6216	750.00			4610	170	750.00	Grant Award 2025/26
03/03/2025	Melksham Food & River Festival	V4384-6217	400.00			4610	170	400.00	Grant Award 2025/26
03/03/2025	Shaw & Whitley Community Hub	V4385-6218	1,000.00			4610	170	1,000.00	Grant Award 2025/26
03/03/2025	that meeting space	V4386-6219	250.00			4610	170	250.00	Grant Award 2025/26
03/03/2025	Crimestoppers Trust	V4387-6220	150.00			4610	170	150.00	Grant Award 2025/26
03/03/2025	Melksham Carnival	V4388-6221	90.00			4610	170	90.00	Grant Award 2025/26
03/03/2025	Melksham & District Historial	V4389-6222	300.00			4610	170	300.00	Grant Award 2025/26
03/03/2025	Man Down	V4390-6223	350.00			4610	170	350.00	Grant Award 2025/26
03/03/2025	Shaw & Whitley Connect	V4391-6224	250.00			4610	170	250.00	Grant Award 2025/26
03/03/2025	Melksham Remembers	V4392-6225	317.00			4610	170	317.00	Grant Award 2025/26
03/03/2025	Melksham Transport User Group	V4393-6226	400.00			4610	170	400.00	Grant Award 2025/26
03/03/2025	AFC Melksham (Disabled)	V4394-6227	300.00			4610	170	300.00	Grant Award 2025/26
03/03/2025	Melksham Gardeners Society	V4395-6228	300.00			4610	170	300.00	Grant Award 2025/26
03/03/2025	Melksham Amateur Swimming Club	V4396-6229	300.00			4610	170	300.00	Grant Award 2025/26
03/03/2025	Shaw & Whitley Garden Club	V4397-6230	250.00			4610	170	250.00	Grant Award 2025/26
03/03/2025	Melksham WI	V4398-6231	100.00			4610	170	100.00	Grant Award 2025/26
03/03/2025	Avon Bowls Club	V4399-6232	200.00			4610	170	200.00	Grant Award 2025/26
03/03/2025	Melksham + Corsham Gateway	V4400-6233	200.00			4610	170	200.00	Grant Award 2025/26
03/03/2025	Shaw & Whitley Art Group	V4401-6234	200.00			4610	170	200.00	Grant Award 2025/26
03/03/2025	Shaw & Whitley Art Group	V4401-6234	-200.00			4610	170	-200.00	Returned CHQ
03/03/2025	Melksham Tourist Information	V4402-6235	600.00			4630	170	600.00	Grant Award 2025/26
03/03/2025	Bowerhill Village Hall	V4363-6196	-5,000.00			4620	170	-5,000.00	Grant award 25/26-CHQ Returned
03/03/2025	Shaw Village Hall	V4364-6197	-9,250.00			4620	170	-9,250.00	Grant 25/26 CHQ Returned

Continued on Page 237

Date: 02/04/2025

Melksham without Parish Council Current Year

Page: 237

Time: 10:23

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/03/2025	Daisy (Onebill)	V4439-DD	56.88		9.48	4190	120	47.40	Inv.578- Office line & wifi
17/03/2025	Daisy (Onebill)	V4440-DD	63.98		10.66	4384	220	53.32	Inv.579-Pavilion line & wifi
27/03/2025	Lamplight	V4446-DD	57.00		9.50	4686	170	47.50	Inv.34226- MCS Database
28/03/2025	Lloyds Bank	V4445-BACS	20.50			4140	120	20.50	Service charge
Total Payments for Month			19,725.36	0.00	29.64			19,695.72	
Balance Carried Fwd			88,134.47						
Cashbook Totals			107,859.83	0.00	29.64			107,830.19	

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

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Melksham without Parish Council Current Year

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Unity Bank

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/03/2025	Grist Environmental	V4425-DD	112.58		18.76	4770	220	93.82	Inv.548-B'hill Waste Away
17/03/2025	Lloyds Bank-Corp Card	V4426-DD	791.58		129.74	4686	170	86.51	MCS Phonenumber
						4200	120	115.50	Hall hire-Shaw School annual p
						4175	120	24.97	Adobe PDF Subscription
						4175	120	68.60	Office 365 subscription-Cllrs
						4190	120	36.90	Office phone charges
						4175	120	30.90	Office 365 subscription-Office
						4610	170	224.50	Replacement pads-repurposed de
						4120	120	10.00	Flood prevention ditch letters
						4175	120	5.50	Website hosting
						4150	120	5.66	HDMI Cable BYF V Hall
						4150	120	16.66	New Keyboard & mouse
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	Emergency response phone line
						4140	120	3.00	Monthly Fee
						4150	120	14.16	HDMI Cable office
18/03/2025	EDF Energy	V4427-DD	111.63		5.32	4302	220	106.31	Inv.05- Pavilion electricity c
28/03/2025	Agilico	V4403-BACS	63.57		10.59	4130	120	52.98	Inv.024-Office photocopying
28/03/2025	JH Jones & Sons	V4404-BACS	2,376.56		396.09	4402	320	69.47	Allotment grass cutting
						4400	142	477.98	Play Area grass cutting
						4780	142	187.84	Play Area bin emptying
						4781	220	91.92	JSF Bin Emptying
						4401	220	856.84	JSF Pitch Maintenance
						4409	142	188.65	Hornchurch RD Grass cutting
						4405	220	49.44	JSF Hedge Maintenance
						4820	142	37.50	SHF Grass cutting
						347	0	-37.50	SHF Grass cutting
						6000	142	37.50	SHF Grass cutting
						4402	320	20.83	BSF Allot hedge cut
28/03/2025	JH Jones & Sons	V4405-BACS	693.00		115.50	4540	142	577.50	Inv.4893- SID Deployment
28/03/2025	Wiltshire Publication	V4406-BACS	89.28		14.88	4230	120	74.40	Inv.793- Annual parish advert
28/03/2025	Miriam Zaccarelli	V4407-BACS	40.00			4065	130	40.00	Inv.2502-Meeting support 13/03
28/03/2025	Whitley Reading Rooms	V4408-BACS	260.24			4560	142	260.24	CAWS CEG Line & WiFi
28/03/2025	Berryfield Village Hall	V4409-BACS	1,700.00			4620	170	1,700.00	Grant award 2025/26
28/03/2025	E E Bridges (S&W Art Group)	V4410-BACS	200.00			4610	170	200.00	Grant award 2025/26
28/03/2025	Aquasafe Environmental Ltd	V4411-BACS	168.00			4212	220	168.00	Inv.303- March PPM Visit
28/03/2025	Wiltshire Pension Fund	V4412-BACS	1,765.92			4045	130	1,330.80	Period 12- March 2025
						4000	130	294.52	Period 12- March 2025

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Unity Bank

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

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

Total Salaries
March 25
£5,910.03

Receipts for Month 12			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

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

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

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

Receipts for Month 12			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		522,000.00					522,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		522,000.00	0.00	0.00			522,000.00	

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

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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								
1076	Precept	245,271	261,592	261,592	0			100.0%	
1080	Bank Interest Received	15,600	21,198	20,000	(1,198)			106.0%	
1100	Grants and Donations RCVD	3,000	1,500	20,500	19,000			7.3%	
1120	Shaw VH and Playing Field-Rent	20	20	20	0			100.0%	
1130	Photocopying and YE Account Sa	52	58	50	(8)			116.1%	
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	302,390	319,829	17,439			94.5%	0
	Net Income	281,641	302,390	319,829	17,439				
6001	less Transfer to EMR	17,547	0	0	0				
	Movement to/(from) Gen Reserve	264,093	302,390	319,829	17,439				
120	Administration costs								
4070	Chairs Allowance	994	930	966	36		36	96.3%	
4080	Members Training	45	90	100	10		10	90.0%	
4090	Members Expenses	0	0	50	50		50	0.0%	
1. 4100	Audit Fees	2,890	(340)	2,930	3,270	3,270		(11.6%)	
4110	Elections	767	(767)	0	767	767		0.0%	
4120	Postage	893	669	840	171	171		79.6%	
4130	Photocopying	1,057	597	780	183	183		76.6%	
2. 4140	Bank Charges	157	192	150	(42)	(42)		128.0%	
4150	Admin and Stationery	952	761	800	39	39		95.1%	
4155	Refreshments Comm Events	214	296	350	54	54		84.4%	
4160	Minute Books Binding	0	0	400	400	400		0.0%	
4175	Email & Cloud hosting	1,209	1,398	1,300	(98)	(98)		107.6%	
4180	IT Support	0	175	200	25	25		87.5%	
3. 4185	Accountancy Support	1,051	357	880	523	523		40.6%	
4190	Telephone/Broadband/Line Rent	858	1,064	980	(84)	(84)		108.6%	
4. 4200	Room Hire/Zoom	156	469	200	(269)	(269)		234.4%	
4210	Safety/PAT Check	84	87	90	3	3		97.0%	
4220	Chairman's Brd/Chain of Office	0	0	100	100	100		0.0%	
5. 4230	Advertising	297	681	150	(531)	(531)		453.9%	
4240	Quarterly Newsletter	495	1,364	2,280	916	916		59.8%	
4250	Land Search Fee	79	47	50	3	3		94.0%	
4351	New Equip & Furniture	2,186	0	0	0	0		0.0%	
6. 4370	Cleaning Materials	49	61	50	(11)	(11)		121.7%	
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	9,364	13,681	4,317	0	4,317	68.4%	0
	Net Expenditure	(17,465)	(9,364)	(13,681)	(4,317)				
6000	plus Transfer from EMR	5,854	0	0	0				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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)	(9,364)	(13,681)	(4,317)				
130 Staffing								
4000 Clerk's Salary							98.1%	
4010 Finance & Amenities Officer Sa							104.9%	
4020 Parish Officer Salary							47.3%	
4041 NI - EmployER	10,192	10,123	13,000	2,877		2,877	77.9%	
4045 Superannuation - EmployER	19,455	18,373	23,000	4,627		4,627	79.9%	
4048 Office Staff Mileage & Parking	12	0	50	50		50	0.0%	
4055 Staff Training	435	225	500	275		275	44.9%	
4065 HR & Staff Provision	0	525	0	(525)		(525)	0.0%	
Staffing :- Indirect Expenditure	128,853	122,507	144,822	22,315	0	22,315	84.6%	0
Net Expenditure	(128,853)	(122,507)	(144,822)	(22,315)				
6000 plus Transfer from EMR	12,321	0	0	0				
Movement to/(from) Gen Reserve	(116,532)	(122,507)	(144,822)	(22,315)				
140 Council Office Costs								
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
4049 Defibrillator	4,288	3,724	3,800	76		76	98.0%	
4050 Caretaker Travel Allowance	570	570	570	0		0	100.0%	
4051 Caretaker Mileage & Parking	578	561	600	39		39	93.5%	
7. 4281 Insurance	3,611	4,296	3,835	(461)		(461)	112.0%	
8. 4385 Play Area Safety Surface Clean	0	4,550	2,900	(1,650)		(1,650)	156.9%	
4400 Play Area - Grass Cutting	4,986	5,258	5,040	(218)		(218)	104.3%	
4409 Hornchurch Road Public Open Sp	2,156	2,075	2,264	189		189	91.7%	
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%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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							100.7%	
4490	Repair & Maintenance - Parish	2,274	80	0	(80)		(80)	0.0%	
9. 4500	Weedspraying	3,438	1,619	3,500	1,881		1,881	46.3%	
4510	LHFIG Contributions	4,460	0	10,300	10,300		10,300	0.0%	
4540	Speed Indicator Device	405	4,376	5,200	824		824	84.2%	
4545	New Bus Shelter	4,095	0	22,500	22,500		22,500	0.0%	
4560	Shaw & Whitley Flood Resource	104	518	550	32		32	94.2%	
4575	Play Areas	13,331	39,775	75,000	35,225		35,225	53.0%	
4576	Drinking Water Fountains	875	840	4,200	3,360		3,360	20.0%	
4582	Village Halls	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	1,885	3,000	1,115		1,115	62.8%	
10. 4600	Bus Shelters Cleaning	300	0	840	840		840	0.0%	
11. 4780	Play Area - Bin Emptying	1,605	2,066	1,213	(853)		(853)	170.3%	
4785	Replacing Wiltshire Council bi	359	0	1,500	1,500		1,500	0.0%	
4820	Shurnhold Fields Project	3,907	1,513	10,400	8,887		8,887	14.5%	1,513
4825	Shurnhold Fields CAPITAL Expen	0	0	30,000	30,000		30,000	0.0%	
Parish Amenities :- Indirect Expenditure		424,351	86,039	200,379	114,340	0	114,340	42.9%	1,513
Net Income over Expenditure		(418,170)	(84,702)	(187,059)	(102,357)				
6000	plus Transfer from EMR	377,421	1,513	0	(1,513)				
Movement to/(from) Gen Reserve		(40,749)	(83,189)	(187,059)	(103,870)				
170 Community Support									
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
12. 4610	Section 137 Grant	18,190	37,625	17,000	(20,625)		(20,625)	221.3%	
4620	Village Hall Grants	16,300	25,750	20,000	(5,750)		(5,750)	128.8%	
4630	Other Grants (TIC - Section 14	600	6,200	700	(5,500)		(5,500)	885.7%	
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%	
13. 4675	Real Time Information- Bus She	8,605	(2,868)	20,200	23,068		23,068	(14.2%)	
14. 4680	Neighbourhood Plan	10,374	21,433	1,000	(20,433)		(20,433)	2143.3%	
4685	Melksham Community Support	14,141	12,000	12,000	0		0	100.0%	
4686	Melksham Emergency Support	340	933	7,861	6,928		6,928	11.9%	
Community Support :- Indirect Expenditure		75,653	102,470	85,696	(16,774)	0	(16,774)	119.6%	0
Net Income over Expenditure		(67,901)	(100,517)	(85,696)	14,821				
6000	plus Transfer from EMR	15,182	0	0	0				
Movement to/(from) Gen Reserve		(52,718)	(100,517)	(85,696)	14,821				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	10,247	11,200	954			91.5%	
1260	Hire of Lounge/Kitchen Area un	105	93	150	58			61.7%	
1270	Pavilion & Field Grants	2,400	14,452	1,875	(12,577)			770.8%	14,452
	Jubilee Sports Field Income :- Income	12,793	24,791	13,225	(11,566)			187.5%	14,452
	Net Income	12,793	24,791	13,225	(11,566)				
6001	less Transfer to EMR	0	14,452	0	(14,452)				
	Movement to/(from) Gen Reserve	12,792	10,339	13,225	2,886				
<u>220</u>	<u>Jubilee Sports Field Expenditu</u>								
15. 4212	Safety/PAT Check - % JSF Use	3,110	6,190	3,600	(2,590)		(2,590)	171.9%	
16. 4282	Insurance - % JSF Use	576	603	565	(38)		(38)	106.7%	
4302	Electricity - % JSF Use	1,916	1,544	1,800	256		256	85.8%	
17. 4312	Gas - % JSF Use	1,598	(800)	2,000	2,800		2,800	(40.0%)	
4322	Water and Sewage - % JSF Use	573	508	500	(8)		(8)	101.7%	
4381	Cleaning Contractor - % JSF Us	2,298	1,780	3,000	1,220		1,220	59.3%	
4384	WiFi & Line- Pavilion	330	493	420	(73)		(73)	117.4%	
4401	JSF Grass Cutting/Line Marking	9,137	9,425	9,885	460		460	95.3%	
4405	JSF Hedge Maintenance	0	544	607	63		63	89.6%	
18. 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	1,128	2,000	872		872	56.4%	
4740	Pitch & Pavilion Improvements	2,362	4,091	5,750	1,659		1,659	71.1%	4,091
4750	Deep Clean	350	350	400	50		50	87.5%	
19. 4770	Waste Collection - %JSF Use	801	969	850	(119)		(119)	113.9%	
4781	JSF Bin Emptying	1,050	1,011	1,104	93		93	91.6%	
4791	Boiler Servicing - % JSF Use	420	400	450	50		50	88.9%	
	Jubilee Sports Field Expenditu :- Indirect Expenditure	39,199	28,235	34,241	6,006	0	6,006	82.5%	4,091
	Net Expenditure	(39,199)	(28,235)	(34,241)	(6,006)				
6000	plus Transfer from EMR	12,604	4,091	0	(4,091)				
	Movement to/(from) Gen Reserve	(26,594)	(24,144)	(34,241)	(10,097)				
<u>310</u>	<u>Allotment Income</u>								
1310	Berryfield Allotment Rents - C	1,427	3,263	1,497	(1,766)			217.9%	
1320	Briansfield Allotment Rent - C	1,333	2,935	1,385	(1,550)			211.9%	
	Allotment Income :- Income	2,760	6,198	2,882	(3,316)			215.0%	0
	Net Income	2,760	6,198	2,882	(3,316)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	228	450	222		222	50.7%	
20. 4402	Allotment Grass Cutting	794	993	835	(158)		(158)	119.0%	
21. 4722	Repairs & Maintenance - Allotm	37	510	100	(410)		(410)	510.0%	
4800	Allotment Warden Salary	■	■	■	■		■	91.4%	
	Allotment Expenditure :- Indirect Expenditure	<u>2,199</u>	<u>2,468</u>	<u>2,191</u>	<u>(277)</u>	<u>0</u>	<u>(277)</u>	<u>112.7%</u>	<u>0</u>
	Net Expenditure	<u>(2,199)</u>	<u>(2,468)</u>	<u>(2,191)</u>	<u>277</u>				
<u>350</u>	<u>CIL</u>								
1420	Community Infrastructure Levy	85,028	101,963	96,048	(5,915)			106.2%	
	CIL :- Income	<u>85,028</u>	<u>101,963</u>	<u>96,048</u>	<u>(5,915)</u>			<u>106.2%</u>	<u>0</u>
	Net Income	<u>85,028</u>	<u>101,963</u>	<u>96,048</u>	<u>(5,915)</u>				
6001	less Transfer to EMR	85,028	0	0	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>101,963</u>	<u>96,048</u>	<u>(5,915)</u>				
<u>400</u>	<u>S106</u>								
1170	Wiltshire Council Contribution	0	64,764	11,800	(52,964)			548.8%	64,764
1175	David Wilson Homes Contributio	0	0	20,000	20,000			0.0%	
	S106 :- Income	<u>0</u>	<u>64,764</u>	<u>31,800</u>	<u>(32,964)</u>			<u>203.7%</u>	<u>64,764</u>
	Net Income	<u>0</u>	<u>64,764</u>	<u>31,800</u>	<u>(32,964)</u>				
6001	less Transfer to EMR	0	64,764	0	(64,764)				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>31,800</u>	<u>31,800</u>				
	Grand Totals:- Income	396,154	503,394	477,104	(26,290)			105.5%	
	Expenditure	698,755	363,123	493,050	129,927	0	129,927	73.6%	
	Net Income over Expenditure	(302,600)	140,272	(15,946)	(156,218)				
	plus Transfer from EMR	423,383	5,604	0	(5,604)				
	less Transfer to EMR	102,575	79,216	0	(79,216)				
	Movement to/(from) Gen Reserve	18,207	66,660	(15,946)	(82,606)				

Total Staff Salaries

Actual Last Year	Actual Year to date	Current budget
£110,481	£105,534	£120,535

Quarterly income and expenditure report analysis for Qtr4

January, February & March 2025

Expenditure:

1. **(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.
2. **(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. Lloyds Bank also informed us earlier in the year that they were now implementing bank charges which was unforeseen at budget setting and started this quarter which is why we are over budget.
3. **(4185) Accountancy Support-** The spend under this heading to date is for the annual maintenance and support of the finance system. The reason why the spend under this heading looks low is because the rest of the budget is for the year end closedown which is due to take place on 23rd April. An accrual will be made for this on the day of the closedown.
4. **(4200) Room hire/Zoom-** We are over budget for room hire. Due to large planning applications, we have had to go to different venues in the parish recently. There was also a cost to hire Shaw School for our Annual Parish meeting .
5. **(4230) Advertising-** There were costs associated with advertising the Bowerhill ward vacancy as well as the tender advert and parish office advert which is why we are over budget. Any underspend under the quarterly newsletter (4240), can offset the overspend under advertising.
6. **(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.

7. **(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. We are slightly over budget for this but it is always difficult to budget for insurance as it depends on what additions we make during the year.
8. **(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.
9. **(4500) Weedspraying-** We have undertaken 1x weedspray this year, due to the wet weather in spring, this was only undertaken in August. This is under budget as we originally anticipated to do two weedsprays.
10. **(4600) Bus Shelter Cleaning-** This should be undertaken every quarter; and the invoices have been chased on several occasions during the year. Will have to be an accrual at year end.
11. **(4780) Play Area bin emptying-** As per agreed parish maintenance contract. Over budget as this now includes the Whitworth Play Area bin emptying which was an addition to the contract.
12. **(4610), (4620) & (4630)- grants:** These will all be showing as over budget as this also includes the grants given out in March 25 at the annual parish meeting which relate to 2025/26. An accrual will be made at year end so that the expenditure goes into the correct financial year.
13. **(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.
14. **(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. MTC have been invoiced for their share of the cost.
15. **(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. We also have had to replace the PCB in one of the water heaters so the overspend can come from the sports field reserve.

- 16. (4282) Sports field insurance-** This is for the Bowerhill Sports Pavilion building insurance.
- 17. (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. We received some bills from SSE in early March, however, we have been made aware about back billing rights which means that suppliers are only allowed to backdate bills up to a year. The bills we have got have received have gone back further than this and I have asked Utility Aid to speak to SSE. SSE have now put a billing stop on our account so that they can sort the bills out. 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.
- 18. (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.
- 19. (4770) Waste collection:** Slightly overbudget for waste collection, they have increased their costs slightly and we do get additional charges if the weight of the collection is over the contract terms.
- 20. (4402) grass cutting:** This also includes the Briansfield hedge trimming which was an addition to the contract. This is why we are slightly over the budget.
- 21. (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 31/03/2025
for Cashbook 1 - Current Account & Instant Acc

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	31/03/2025		90,154.47
			<u>90,154.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
03/03/2025 V4366-6199 BRAG		450.00	
03/03/2025 V4368-6201 Community Emergency Group S&W		220.00	
03/03/2025 V4385-6218 Shaw & Whitley Community Hub		1,000.00	
03/03/2025 V4390-6223 Man Down		350.00	
			<u>2,020.00</u>
			88,134.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,134.47
		Balance per Cash Book is :-	88,134.47
		Difference is :-	0.00

Councillor 1:

Name Signed Date

Councillor 2:

Name Signed Date

Clerk & RFO:

Name Signed Date



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

Your Account

Sort Code 30-98-75
Account Number 02027655

BUSINESS ACCOUNT

01 March 2025 to 31 March 2025

Money In	£1,432.82	Balance on 01 March 2025	£106,427.01
Money Out	£17,705.36	Balance on 31 March 2025	£90,154.47

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Mar 25	██████████ 490-MR250225 390161800391103001 401262	FPI-04431	69.00 ✓		106,496.01
03 Mar 25	BATH ROAD WANDERER BRW 01 MAR 600000001517554227	FPI-04432	69.00 ✓		106,565.01
03 Mar 25	BERRYFIELD VILLA BERRYFIELD VH	FPI-04433	10.00 ✓		106,575.01
03 Mar 25	██████████ 17B BYF 04407526383000N	FPI-04434	40.00 ✓		106,615.01
04 Mar 25	WILTSHIRE COUNCIL 231078	BGC-04435	826.06 ✓		107,441.07
04 Mar 25	006204	CHQ-04371		1,500.00 ✓	105,941.07
04 Mar 25	006221	CHQ-04388		90.00 ✓	105,851.07
04 Mar 25	██████████ 81-MR030225 02104809797021000N 010832	FPI-04436	4.76 ✓		105,855.83
05 Mar 25	006232	CHQ-04399		200.00 ✓	105,655.83
05 Mar 25	006217	CHQ-04384		400.00 ✓	105,255.83
06 Mar 25	006228	CHQ-04395		300.00 ✓	104,955.83
06 Mar 25	006227	CHQ-04394		300.00 ✓	104,655.83
06 Mar 25	006214	CHQ-04381		700.00 ✓	103,955.83
07 Mar 25	006235	CHQ-04402		600.00 ✓	103,355.83
07 Mar 25	006219	CHQ-04386		250.00 ✓	103,105.83
07 Mar 25	006209	CHQ-04376		300.00 ✓	102,805.83

(Continued on next page)



BUSINESS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07 Mar 25	006215	CHQ - 04382		250.00 ✓	102,555.83
10 Mar 25	006207	CHQ - 04374		1,000.00 ✓	101,555.83
10 Mar 25	006200	CHQ - 04367		500.00 ✓	101,055.83
10 Mar 25	006216	CHQ - 04383		750.00 ✓	100,305.83
11 Mar 25	006210	CHQ - 04391		450.00 ✓	99,855.83
11 Mar 25	006224	CHQ - 04391		250.00 ✓	99,605.83
11 Mar 25	006212	CHQ - 04379		300.00 ✓	99,305.83
11 Mar 25	██████████ 490-MR250225 511856829022113001 401262	FPI - 04437	69.00 ✓		99,374.83
14 Mar 25	006233	CHQ - 04400		200.00 ✓	99,174.83
14 Mar 25	006205	CHQ - 04372		500.00 ✓	98,674.83
14 Mar 25	006231	CHQ - 04398		100.00 ✓	98,574.83
17 Mar 25	██████████ 490-MR250225 830484942512513001 401262	FPI - 04438	69.00 ✓		98,643.83
17 Mar 25	DAISY 4736739 3229582	DD - 04439		56.88 ✓	98,586.95
17 Mar 25	DAISY 4736742 3229583	DD - 04440		63.98 ✓	98,522.97
17 Mar 25	006225	CHQ - 04392		317.00 ✓	98,205.97
17 Mar 25	BATH ROAD WANDERER BRW 17 MAR 600000001525659158	FPI - 04441	69.00 ✓		98,274.97
18 Mar 25	006229	CHQ - 04396		300.00 ✓	97,974.97
18 Mar 25	006206	CHQ - 04373		500.00 ✓	97,474.97
18 Mar 25	██████████ NV 489- MR250225	FPI - 04442	69.00 ✓		97,543.97
19 Mar 25	006208	CHQ - 04375		500.00 ✓	97,043.97
19 Mar 25	006203	CHQ - 04370		3,000.00 ✓	94,043.97
20 Mar 25	006220	CHQ - 04387		150.00 ✓	93,893.97

(Continued on next page)



BUSINESS ACCOUNT

Sort Code 30-98-75
Account Number 02027655

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
24 Mar 25	██████████90-MR250225 319287638581323001 401262	FPI - 04443	69.00 ✓		93,962.97
24 Mar 25	006230	CHQ - 04397		250.00 ✓	93,712.97
25 Mar 25	006202	CHQ - 04369		2,250.00 ✓	91,462.97
25 Mar 25	BATH ROAD WANDERER BRW 23 MAR 500000001530141865	FPI - 04444	69.00 ✓		91,531.97
27 Mar 25	GOCARDLESS LAMPLIGHTDB- 4WNJM2	DD - 04446		57.00 ✓	91,474.97
27 Mar 25	006211	CHQ - 04378		100.00 ✓	91,374.97
27 Mar 25	006222	CHQ - 04389		300.00 ✓	91,074.97
28 Mar 25	SERVICE CHARGES REF : 452040759	PAY - 04445		20.50 ✓	91,054.47
31 Mar 25	006213	CHQ - 04380		500.00 ✓	90,554.47
31 Mar 25	006226	CHQ - 04393		400.00 ✓	90,154.47

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 31/03/2025
for Cashbook 2 - Unity Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/03/2025	138	8,517.50
			<u>8,517.50</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,517.50
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,517.50
		Balance per Cash Book is :-	8,517.50
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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: 31/03/2025

Account Name: Melksham Without Parish
Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20371502

Your arranged overdraft limit is £0.00

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

Contact Us

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



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

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2025		Balance brought forward	£0.00	£0.00	£20,612.88
03/03/2025	Direct Debit	Direct Debit (ST ENVIRONMENTAWM0) <i>4425</i>	£112.58 ✓	£0.00	£20,500.30
04/03/2025	Credit	CCLA Investment Management Limited <i>4430</i>	£0.00	£2,008.04 ✓	£22,508.34
17/03/2025	Direct Debit	Direct Debit (LLOYDS CORP CARD) <i>4426</i>	£791.58 ✓	£0.00	£21,716.76

Page number 1 of 4

Statement number 138

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 713124.
Calls may be monitored and recorded for training, quality and security purposes.
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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
18/03/2025	Direct Debit	Direct Debit (EDF ENERGY) 04427	£111.63 ✓	£0.00	£21,605.13
28/03/2025	Faster Payment Debit	B/P to: Miriam Zaccarelli 04407	£40.00 ✓	£0.00	£21,565.13
28/03/2025	Faster Payment Debit	B/P to: Whitley Reading R 04408	£260.24 ✓	£0.00	£21,304.89
28/03/2025	Faster Payment Debit	B/P to: DAVID COLE 04422	██████████ ✓		
28/03/2025	Faster Payment Debit	B/P to: TERESA STRANGE 04419	██████████ ✓		
28/03/2025	Faster Payment Debit	B/P to: TERRY COLE 04421	██████████ ✓		
28/03/2025	Faster Payment Debit	B/P to: E E Bridges 04410	£200.00 ✓	£0.00	£17,014.52
28/03/2025	Faster Payment Debit	B/P to: MARIANNE ROSSI 04420	██████████ ✓		
28/03/2025	Faster Payment Debit	B/P to: Agilico 04403	£63.57 ✓	£0.00	£15,030.72
28/03/2025	Faster Payment Debit	B/P to: Wiltshire Publicat 04406	£89.28 ✓	£0.00	£14,941.44
28/03/2025	Transfer	B/P to: Melksham Town Coun 04417	£554.40 ✓	£0.00	£14,387.04
28/03/2025	Faster Payment Debit	B/P to: JH Jones Sons 04405	£693.00 ✓	£0.00	£13,694.04
28/03/2025	Faster Payment Debit	B/P to: JH Jones Sons 04404	£2,376.56 ✓	£0.00	£11,317.48
28/03/2025	Faster Payment Debit	B/P to: Bowerhill Village 04414	£5,000.00 ✓	£0.00	£6,317.48
28/03/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld 04413	£2,213.26 ✓	£0.00	£4,104.22
28/03/2025	Faster Payment Debit	B/P to: Place Studio 04415	£684.00 ✓	£0.00	£3,420.22
28/03/2025	Faster Payment Debit	B/P to: Berryfield Village 04409	£1,700.00 ✓	£0.00	£1,720.22
28/03/2025	Faster Payment Debit	B/P to: Aquasafe 04411	£168.00 ✓	£0.00	£1,552.22
28/03/2025	Faster Payment Debit	B/P to: Heating Associated 04416	£2,151.60 ✓	£0.00	£-599.38
28/03/2025	Faster Payment Debit	B/P to: Wiltshire Pension 04412	£1,765.92 ✓	£0.00	£-2,365.30
28/03/2025	Faster Payment Debit	B/P to: John Glover 04423	£29.01 ✓	£0.00	£-2,394.31
28/03/2025	Faster Payment Debit	B/P to: Woods Business 04418	£77.99 ✓	£0.00	£-2,472.30
28/03/2025	Transfer	Transfer from 20476339 04424	£0.00	£11,000.00 ✓	£8,527.70
31/03/2025	Fee	Manual Credit Handling Charge 04429	£0.30 ✓	£0.00	£8,527.40

Page number 2 of 4

Statement number 138

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We invest in people. Cost.



Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/03/2025	Fee	Service Charge 4428	£9.90 ✓	£0.00	£8,517.50

Page number 3 of 4

Statement number 138

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For Communities
For Good.**

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Bank Reconciliation Statement as at 31/03/2025
for Cashbook 3 - Fixed Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/03/2025		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 31/03/2025
for Cashbook 4 - Instant Access Unity 20476339**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant access account	31/03/2025	24	2,919.11
			<u>2,919.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,919.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,919.11
		Balance per Cash Book is :-	2,919.11
		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: 31/03/2025

Account Name: Melksham Without Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20476339

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

The credit interest rate is 2.50% 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
28/02/2025		Balance brought forward	£0.00	£0.00	£13,823.13
28/03/2025	Transfer	Transfer to 20371502 <i>U4424</i>	£11,000.00 ✓	£0.00	£2,823.13
31/03/2025	Credit Interest	Credit Interest <i>U4427</i>	£0.00 ✓	£95.98	£2,919.11

Page number 1 of 2

Statement number 024

For Businesses.
For Communities.
For Good.

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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.
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**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 5 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/03/2025		522,000.00
			<u>522,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			522,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			522,000.00
		Balance per Cash Book is :-	522,000.00
		Difference is :-	0.00

Councillor 1:

Name Signed Date

Councillor 2:

Name Signed Date

Clerk & RFO:

Name Signed Date



GOOD INVESTMENT

Statement of Account

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

5 April 2025

Account name: **MELKSHAM WITHOUT PARISH COUNCIL**
Account number: **PS1007177-001**
Statement period: **28/02/2025 to 31/03/2025**

Account summary

Total valuation as at 31 March 2025 **£522,000.00**
Total valuation as at last statement at 28 February 2025 **£522,000.00**

Holdings as at 31 March 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	522,000.0000	£1.00	£522,000.00
			Total value
			£522,000.00

The average Fund yield for this period was 4.50% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Mar 2025	02/04/2025	Paid to Nominated Bank Details	£1,994.98	

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.

Page 1 of 2

Spend over £500 for QTR 4-January, February & March 2025				
Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net
V4364-6197	Shaw Village Hall	Grant award 2025/26	03/03/2025	£9,250.00
V4367-6200	BASRAG	Grant Award 2025/26	03/03/2025	£500.00
V4369-6202	CAWS	Grant Award 2025/26	03/03/2025	£2,250.00
V4370-6203	4Youth (South West)	Grant Award 2025/26	03/03/2025	£3,000.00
V4371-6204	Bowerhill Baby & Toddler Group	Grant Award 2025/26	03/03/2025	£1,500.00
V4372-6205	Group Five	Grant Award 2025/26	03/03/2025	£500.00
V4373-6206	Melksham PHAB	Grant Award 2025/26	03/03/2025	£500.00
V4374-6207	Wiltshire & Bath Air Ambulance	Grant Award 2025/26	03/03/2025	£1,000.00
V4375-6208	South Western Ambulance Charit	Grant Award 2025/26	03/03/2025	£500.00
V4380-6213	Wiltshire Search & Rescue	Grant Award 2025/26	03/03/2025	£500.00
V4381-6214	Friends of Giffords Surgery	Grant Award 2025/26	03/03/2025	£700.00
V4383-6216	FearFree	Grant Award 2025/26	03/03/2025	£750.00
V4385-6218	Shaw & Whitley Community Hub	Grant Award 2025/26	03/03/2025	£1,000.00
V4402-6235	Melksham Tourist Information	Grant Award 2025/26	03/03/2025	£600.00
V4290-BACS	Wiltshire Age UK	Inv.12191- MCS Q4 Jan-March	24/01/2025	£3,000.00
V4295-BACS	JH Jones & Sons	Inv.4756- Parish Maintenance- December 24	24/01/2025	£1,980.47
V4296-BACS	JH Jones & Sons	4769-Pitch grooming all pitches	24/01/2025	£2,006.00
V4298-BACS	Melksham Town Council	Inv.113-NHP Place 011 30% shar	24/01/2025	£983.25
V4299-BACS	Melksham Town Council	Inv.114-Place 015 30% share	24/01/2025	£769.50
V4301-BACS	Wiltshire Publication	Inv.139-Full page newsletter	24/01/2025	£834.00
V4330-BACS	Infinity Playgrounds	Inv.381-Replacement springer Shaw play area	26/02/2025	£1,835.00
V4333-BACS	JH Jones & Sons	Inv.4828- Parish Maintenance January 25	26/02/2025	£1,980.47

V4334-BACS	JH Jones & Sons	Inv.4798-SID Deployment	26/02/2025	£579.00
V4404-BACS	JH Jones & Sons	Parish Maintenance February 25	28/03/2025	£1,980.47
V4405-BACS	JH Jones & Sons	Inv.4893- SID Deployment	28/03/2025	£577.50
V4409-BACS	Berryfield Village Hall	Grant award 2025/26	28/03/2025	£1,700.00
V4414-BACS	Bowerhill Village Hall	Grant Award 2025/26	28/03/2025	£5,000.00
V4415-BACS	Place Studio Ltd	In029-Work to review reg 16...	28/03/2025	£570.00
V4416-BACS	Heating Associated Services Lt	Heating Associated Services Lt	28/03/2025	£1,793.00
V4417-BACS	Melksham Town Council	In.145- Caretaking-July- Dec 24	28/03/2025	£554.40

Teresa Strange

From: Teresa Strange
Sent: 05 March 2025 14:02
To: Locum
Cc: Finance; Marianne Rossi
Subject: RE: FOI

Hi Tracy

Here is the information that we have.

From the CIL contributions received by MWPC, we have allocated the 10% share into an Earmarked Reserve. To be clear this is not 10% of what we have received, but the 10% difference that both councils now receive as they have an adopted Neighbourhood Plan, so we get 25%, and not 15% capped, of the amount that is paid to Wiltshire Council.

10% sharing CIL reserve opening balance at the start of 2024/25	£30,529.46
CIL allocated to 10% sharing pot from CIL receipts during 2024/25 to date	£40,785.31
TOTAL	£71,314.77

As you will be aware, we have been asking the town council for some 18 months, if not longer, for the sum that the town council have in their funds for the shared pot, as the above amount is only what the parish council have; and for a meeting of the working party so we can agree what it is spent on. Of all the suggestions made by the parish council a couple of years ago, the only one that the town council supported was Real Time Information in Bus Shelters. The town council did not come up with any suggestions of their own, just didn't want to support the parish ones like a footpath to the rear of Melksham Oak school for town residents east of Melksham.

To that end, the parish council have pursued the RTI and have had some installed in the parish, and we arranged the ones that you have just had installed in the Market Place too. We are expecting those to come from the shared pot, but have been unable to secure a meeting to discuss, arrange and resolve. The parish council were frustrated and did not want to wait any further on the RTI project and have moved to the next stage already. The ones that were installed were part funded by Wiltshire Council so we didn't want to miss out on their funding contribution, hence why we went ahead.

The two RTIs installed at Kestrel Court, Bowerhill cost £5,736.67 net and we have paid Wiltshire Council for them, we want to take from the earmarked reserve for the joint pot, and need to know quickly before year end, hence us pushing on the CIL Sharing Working Party.

We have not yet been invoiced for the RTI installed at Mitchell Drive, Bowerhill of £2,868.35 net, and actually accrued that amount from 2023/24. So, we think our spend to date from the joint pot is **TOTAL £8,605.02** but we await the town council to agree, and to find out what the town council have spent on the two papercast RTIs in the two Market Place bus shelters, I understand that they have some teething problems so don't know if you have paid for them yet?

The parish council have committed to the next 9 sites of RTI in the parish, at c£7k each, so **c£63,000** and these are being surveyed by Wiltshire Council Passenger Transport team, and again, this is for discussion with the town council as to whether to come from the shared pot or not.

As you are aware, the parish council have secured land for a community centre to be built in the east of Melksham at the Blackmore Farm site, and are awaiting to hear from the town council if they are planning on continuing with their own community centre at Angelica Avenue or perhaps transferring funds to the parish

council for one big centre large enough to accommodate the wider area. This project could be a contender for the shared pot of funding, again, we wait a response on this from the town council, and for the CIL Sharing Working Party to be held. On this, we are awaiting for the town council to come up with a date.

I hope that gives you the information you require for your FOI request, and we look forward to hearing from the town council on the outstanding questions we have raised.

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

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From: Teresa Strange
Sent: 03 March 2025 17:01
To: Locum <locum@melksham-tc.gov.uk>
Cc: Finance <finance@melksham-tc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: FOI

Hi Tracy

Yes, I will do. We had a payment this week, so we will update.

The parish council have been asking the town council the same question for about 18 months now, are you able to let us know what you have in the shared pot please.

I am also not clear on when the CIL shared working party is? We had a couple of invites, but all seem cancelled?

Thanks, Teresa

From: Locum <locum@melksham-tc.gov.uk>
Sent: 03 March 2025 16:30
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Finance <finance@melksham-tc.gov.uk>
Subject: FOI

Hi Teresa

I have received the following FOI request.

Please advise the value of any unclaimed/uncommitted Community Infrastructure Levy (CIL) which is available for Melksham Town Council to spend on suitable projects or items, together with a breakdown as to how much CIL money is committed to what over FY24/25, 25/26, 26/27 and 28/29, or as far ahead as possible or shorter.

Please can you provide me with an update on the shared Pot so that I can respond.

Kind Regards

Tracy

Tracy Predeth MPA

Locum Clerk



T: (01225) 704187

E: locum@melksham-tc.gov.uk

I: www.melksham-tc.gov.uk

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Teresa Strange

From: Teresa Strange
Sent: 25 March 2025 11:01
To: Cllr Anne Sullivan; Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk); Cllr John Doel (john.doel@melkshamwithout-pc.gov.uk); Cllr Nathan Keates; Cllr Robert Shea-Simonds (robert.shea-simonds@melkshamwithout-pc.gov.uk); Cllr Shona Holt (shona.holt@melkshamwithout-pc.gov.uk); Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk); Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk); Councillor Mark Harris (mark.harris@melkshamwithout-pc.gov.uk); Councillor Richard Wood (richard.wood@melkshamwithout-pc.gov.uk); Martin Franks; Peter Richardson
Cc: Marianne Rossi
Subject: Weedspraying
Attachments: Bowerhill detail.pdf; Wiltshire 2025-03-07T08_56_01Z.pdf

Dear Councillors

I have now had an answer back on weedspraying, and the parish was pretty much weed sprayed by Wiltshire Council w/c 7th March – who knew?! Not something that they have done in the past before. Here are the maps, I managed to get more details for Bowerhill.

I will put back on the agenda for April's Full Council. Whilst you cannot reverse a decision within 6 months, this is new information that could allow you to make a change, and/or you may just want to consider WHEN you undertake the parish council weedspray.

By 14th April, you will have been able to have a look at how effective the Wiltshire Council one was to see if you want another one straight away, or delay to later in the year.

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

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Teresa Strange

From: Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>
Sent: 25 March 2025 09:54
To: Teresa Strange; Baker, Dean
Cc: Campbell, Craig
Subject: RE: Bowerhill weed spray

Teresa

Below is our weed spray map for Bowerhill. I'm sorry I can't get it any clearer than that.
All pink and purple areas were included on the contractors spray.

If you have any further queries please let me know.

Many thanks
Fee



Fiona Waind
Streetscene Engineer
Highway Operations

Mobile 07920 206683

Email Fiona.Waind@wiltshire.gov.uk

<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: 25 March 2025 09:26

To: Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>; Baker, Dean <Dean.Baker@wiltshire.gov.uk>

Subject: RE: Bowerhill weed spray

Morning Fee – hope all good with you, haven’t caught up for a while!

Can you explain the Bowerhill map to me please, on all the others it looks like the work was done inside the black lined area, but that doesn’t make sense for Bowerhill – or if it is, they only did a bit of it?

Our eagled eyed councillors hadn’t spotted that the work was done, and haven’t noticed any dyingweeds, we will have a closer look.

All the best, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
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From: Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>

Sent: 25 March 2025 09:09

To: Baker, Dean <Dean.Baker@wiltshire.gov.uk>; Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Subject: RE: Bowerhill weed spray

Good Morning Both

Our contractor attended Melksham Rural areas week commencing 3 March, please see record attached for your information.

Fiona Waind
Streetscene Engineer
Highway Operations

Mobile 07920 206683

Email Fiona.Waind@wiltshire.gov.uk

<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

Wiltshire Council



From: Baker, Dean <Dean.Baker@wiltshire.gov.uk>

Sent: 24 March 2025 15:36

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>

Subject: RE: Bowerhill weed spray?

Good afternoon, Teresa.

Our weed spraying is managed by our Streetscene team, I have copied my colleague Fiona into this reply.

Fiona should be able to answer your question.

Regards

Dean

Dean Baker

Highway Engineer, Highways Central

Covering the Area Boards of Melksham and Bradford on Avon

Local Highways

Highways and Transport
36 Lancaster Rd, Bowerhill Melksham, Wiltshire, SN12 6QT



Mobile: 07767 932818

Email: dean.baker@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: 24 March 2025 15:25

To: Baker, Dean <Dean.Baker@wiltshire.gov.uk>

Subject: Bowerhill weed spray?

Hi Dean

The parish council are just looking at approving a quote for a contractor to weed spray all the pavement kerblines, and around the bus shelters, in the parish in the Spring.

In the past, Wiltshire Council have undertaken weedspraying in Bowerhill and we don't want to do just before/after you – do you have plans to do the kerblines in the residential road at all in Bowerhill, and if so, when? I am making the assumption that you won't be doing the Bowerhill industrial area though?

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

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SPRAY RECORD

RECORD DETAILS

CONTRACT		AREA TREATED	DATE
Wiltshire		Street pavements and associated areas	07-Mar-2025 08:56
EQUIPMENT	PRODUCT USED	STAFF	LOST WEATHER TIME (Hrs)
CDA	Trustee Amenity	LS	

DAILY DETAILS

WEATHER									
Dry	<input checked="" type="checkbox"/>	Humid	<input type="checkbox"/>	Damp	<input type="checkbox"/>	Drizzle	<input type="checkbox"/>	Rain	<input type="checkbox"/>
No Wind	<input type="checkbox"/>	Light Breeze	<input type="checkbox"/>	Mod. Breeze	<input checked="" type="checkbox"/>	Light Gusts	<input type="checkbox"/>	Mod. Gusts	<input type="checkbox"/>
Frost	<input type="checkbox"/>	Icy	<input type="checkbox"/>	Sleet	<input type="checkbox"/>	Hail	<input type="checkbox"/>	Snow	<input type="checkbox"/>
Clear Sky	<input type="checkbox"/>	Patchy Clouds	<input checked="" type="checkbox"/>	Mostly Clouds	<input type="checkbox"/>	Overcast	<input type="checkbox"/>	Thunder/S torms	<input type="checkbox"/>
PPE									
Coverall	<input checked="" type="checkbox"/>	Hi-Vis	<input checked="" type="checkbox"/>	Boots	<input checked="" type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	Face Shield	<input type="checkbox"/>

RECORD DETAILS

COMMENTS			
AREA TREATED	CHEMICAL (Ltr)	TOTAL VOL. (Ltr)	DATE COMPLETED
2 - Melksham A	3.2	12	07/03/2025
2 - Melksham B	3.2	12	07/03/2025
2 - Melksham C	2.133	8	07/03/2025
2 - Melksham D	2.133	8	07/03/2025
2 - Melksham E	3.2	12	07/03/2025

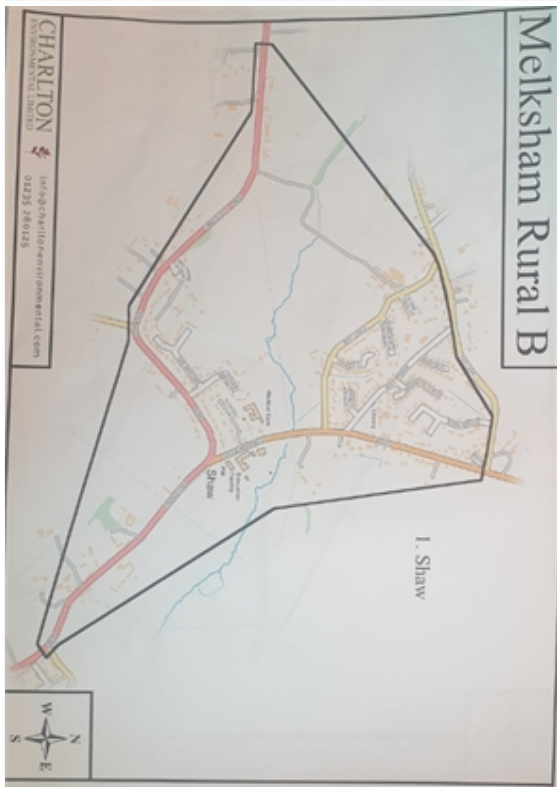
SPRAY RECORD - PHOTOS

PHOTOS

2 - Melksham A

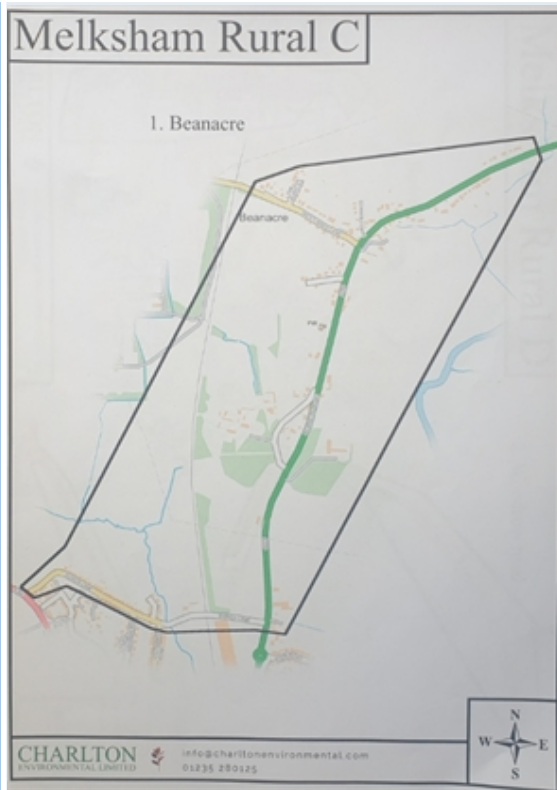


2 - Melksham B

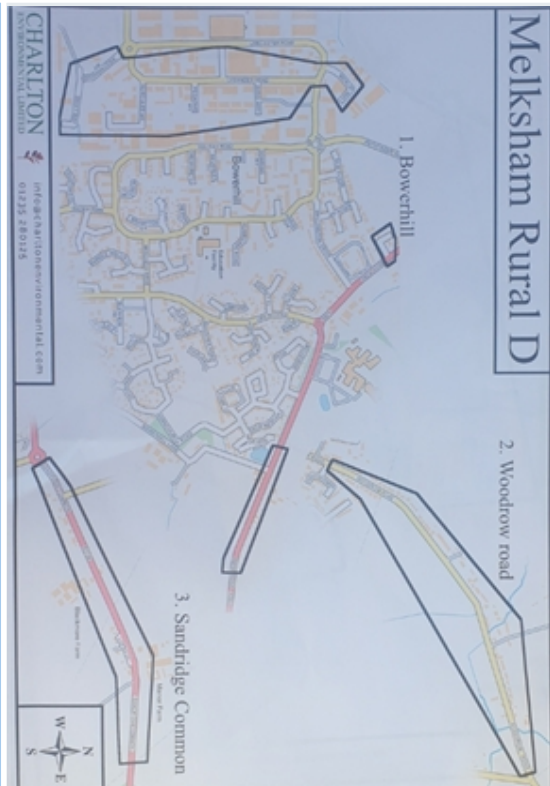




2 - Melksham C

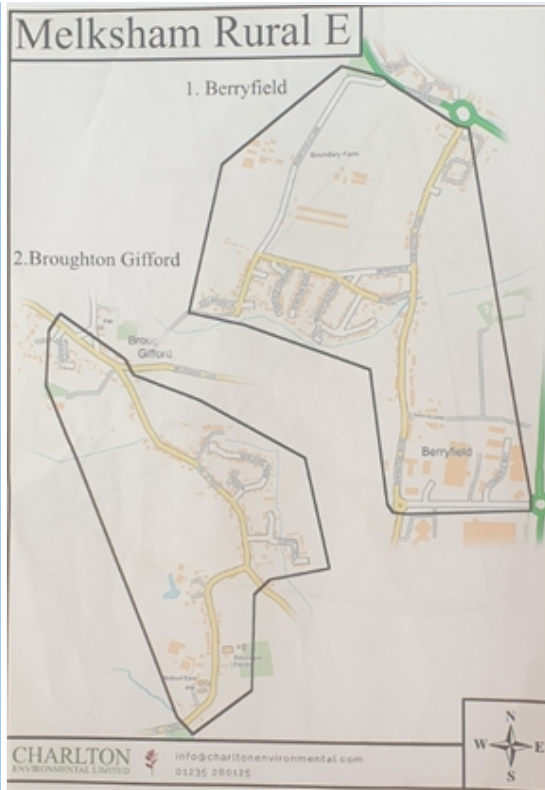


2 - Melksham D





2 - Melksham E



Agenda item 12b- Request to install sponsorship hoarding at the Bowerhill Sports Field:

You might remember some time ago Future of Football FC had asked whether they could install sponsorship hoarding down one side of the sports field, which you agreed to at the time. We haven't heard any more on this from them, but we have received a new request from them to install advertising in a couple of different locations, which are as follows:

- Two boards on the side of the basketball court fencing (as shown in photo 1)
- One board in the lounge area under the hatch (photo of board shown in photo 2 and proposed location of board shown in photo 3)

They are proposing that the outside boards will be attached to the fencing with zippers so that it is easy to remove with no damage to the fence. The inside board will be attached with 3M double-sided tape so that it can be removed easily.

When you considered FOF FC's previous request to install hoarding on one side of the field, we obtained advice from Wiltshire Council on whether we would need advertising consent, which they confirmed that it would be required. There will be a fee associated with applying for advertising consent which you might wish to consider charging back to the organisation.
<https://www.planningportal.co.uk/planning/planning-applications/consent-types/advertisement-consent>

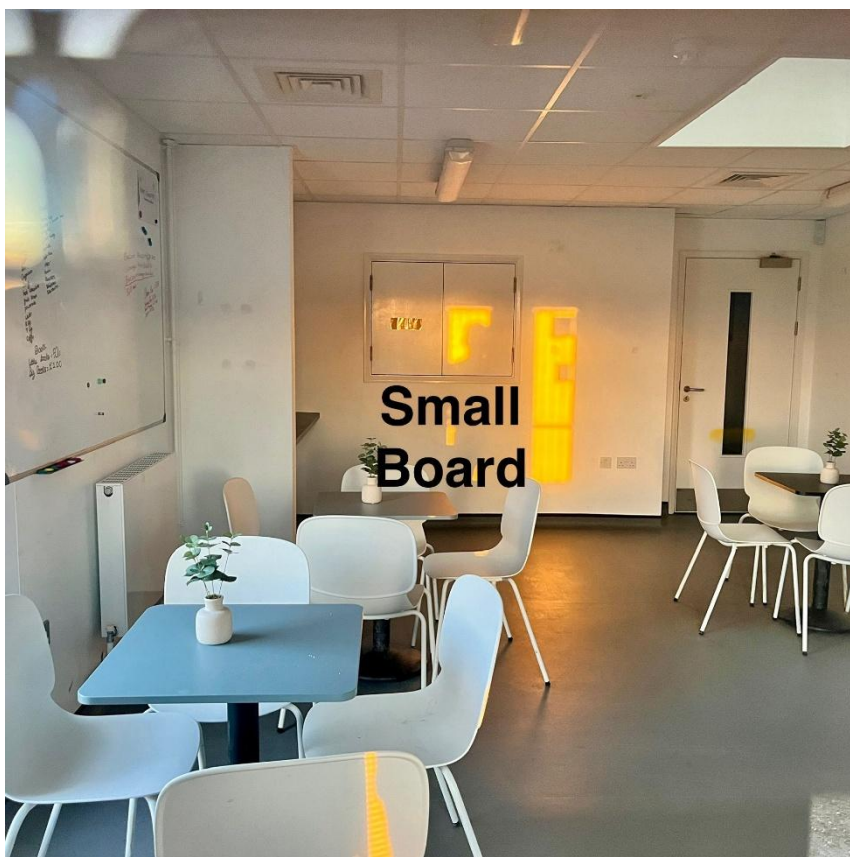
Photo 1



Photo 2



Photo 3



Ref.	Call box ID	Address	Post Code	Relevant Public Body	Removal proposal sent	Representation period ends	Mobile coverage				Mobile Coverage OK?	Total calls (last 12 months)	Helpline calls (last 12 months)	High frequency accident location	High frequency suicide location	BT Evidence of other reasonable need
							EE	Three	O2	Vodafone		<52 calls	<12 calls or Helplines Partnership approve	No pattern of serious accidents in close proximity	Not identified by Helplines Partnership	No other evidence
1	01225790957	PCO PCO1 BEANACRE ROAD MELKSHAM	SN12 8AL	Wiltshire	17/03/2025	15/06/2025	3	4	4	3	YES	2	0	No	No	No
2	01225791398	JCN SEMINGTON ROAD PCO1 BERRYFIELD LANE MELKSHAM	SN12 6EF	Wiltshire	17/03/2025	15/06/2025	3	4	4	3	YES	8	0	No	No	No
3	01225868217	PCO PCO1 ST. LAURENCE ROAD BRADFORD-ON-AVON	BA15 1JG	Wiltshire	17/03/2025	15/06/2025	3	3	4	3	YES	10	0	No	No	No
4	01249701086	PCO PCO1 LACOCK ROAD CORSHAM	SN13 9HS	Wiltshire	17/03/2025	15/06/2025	4	3	4	4	YES	30	0	No	No	No
5	01249782284	PCO PCO1 SLAUGHTERFORD CHIPPENHAM	SN14 8RD	Wiltshire	17/03/2025	15/06/2025	4	4	4	3	YES	11	0	No	No	No
6	01249782469	PCO PCO1 FORD CHIPPENHAM	SN14 8RP	Wiltshire	17/03/2025	15/06/2025	3	4	4	3	YES	4	0	No	No	No
7	01249812820	JCT THE GREEN PCO1 LONDON ROAD CALNE	SN11 0AA	Wiltshire	17/03/2025	15/06/2025	4	4	4	3	YES	16	0	No	No	No
8	01285810302	PCO PCO1 PCO1 MARSTON MEYSEY SWINDON	SN6 6LQ	Wiltshire	17/03/2025	15/06/2025	3	3	3	3	YES	2	0	No	No	No
9	01373822739	OPP 51 PHOENIX RISE PCO1 PHOENIX RISE WESTBURY	BA13 3XS	Wiltshire	17/03/2025	15/06/2025	4	3	3	3	YES	20	2	No	No	No
10	01373832308	PCO PCO1 HIGH STREET CHAPMANSLADE WESTBURY	BA13 4AJ	Wiltshire	17/03/2025	15/06/2025	4	3	4	4	YES	41	0	No	No	No
11	01666823343	PCO PCO1 O/S THE THREE CUPS INN TRIANGLE MALMESBURY	SN16 0AH	Wiltshire	17/03/2025	15/06/2025	4	3	4	3	YES	12	0	No	No	No
12	01672512194	PCO PCO1 O/S ST. MARTINS THE GREEN MARLBOROUGH	SN8 1AW	Wiltshire	17/03/2025	15/06/2025	4	3	4	4	YES	22	0	No	No	No
13	01672520239	PCO PCO1 HIGH STREET RAMSBURY MARLBOROUGH	SN8 2PA	Wiltshire	17/03/2025	15/06/2025	3	3	3	3	YES	28	0	No	No	No
14	01672563476	PCO PCO1 HAVERING LANE MILTON LILBOURNE PEWSEY	SN9 5LJ	Wiltshire	17/03/2025	15/06/2025	3	3	3	3	YES	11	0	No	No	No
15	01722714337	O/S SUB POST OFFICE PCO1 COMPTON PARK COMPTON CHAMBERLAYNE	SP3 5DE	Wiltshire	17/03/2025	15/06/2025	3	4	4	3	YES	0	0	No	No	No
16	01722742607	PCO PCO1 RANDALLS CROFT ROAD WILTON SALISBURY	SP2 0EX	Wiltshire	17/03/2025	15/06/2025	3	4	4	3	YES	36	0	No	No	No
17	01725510291	PCO PCO1 HIGH STREET DOWNTON SALISBURY	SP5 3PG	Wiltshire	17/03/2025	15/06/2025	4	3	4	3	YES	9	0	No	No	No
18	01747820208	PCO1 FONTHILL GIFFORD SALISBURY	SP3 6PX	Wiltshire	17/03/2025	15/06/2025	3	3	3	3	YES	7	0	No	No	No
19	01793750373	PCO PCO1 HIGH STREET CRICKLADE SWINDON	SN6 6BX	Wiltshire	17/03/2025	15/06/2025	3	3	4	3	YES	43	0	No	No	No
20	01985248234	PCO PCO1 HIGH STREET WYLYE WARMINSTER	BA12 0OR	Wiltshire	17/03/2025	15/06/2025	3	3	4	3	YES	4	0	No	No	No
21	01985840201	PCO PCO1 O/S THE BOOKER MEMORIAL HALL HIGH STREET SUTTON VENY	BA12 7AW	Wiltshire	17/03/2025	15/06/2025	3	4	3	3	YES	3	0	No	No	No
22	01985840272	PCO PCO1 BRITTON DEVERILL WARMINSTER	BA12 7EJ	Wiltshire	17/03/2025	15/06/2025	3	3	3	3	YES	1	0	No	No	No

Teresa Strange

From: Leonardo, Raquel <Raquel.Leonardo@wiltshire.gov.uk>
Sent: 27 March 2025 09:18
To: Leonardo, Raquel
Cc: Moore, Mary
Subject: FW: BT Consultation Notification - Wiltshire Payphone Removal proposal/s.
Attachments: Annex.xlsx

Dear Town/Parish Council,

I am writing to inform you that Wiltshire Council has received notification from British Telecommunications (BT) regarding their proposal to remove several public payphones across Wiltshire – see below and attached. BT has conducted an assessment in line with the recent Ofcom guidelines and identified specific payphones for removal due to low usage and sufficient mobile network coverage.

We are now seeking representations from Town and Parish Councils.
Please review the attached list of affected locations.

In accordance with Ofcom's updated criteria, valid grounds for objections include:

- Insufficient mobile coverage (not covered by all four main providers).
- Regular use (over 52 calls per year).
- Located in an area with a high incidence of accidents or suicides.
- Other clear evidence demonstrating a reasonable community need.

We encourage Town and Parish Councils to also consider adopting kiosks, particularly heritage-listed red boxes, through BT's 'Adopt a Kiosk' scheme for community use. Note: You can't adopt a kiosk unless you own the land the kiosk is on or have the owner's permission, but you can buy an old kiosk for this purpose. Modern boxes have been included in adopting kiosks, solely for the use and housing of defibrillators. Further details about this scheme are available at: <https://bt.com/adopt>.

Please submit any representations or expressions of interest for adoption to us by **Friday 6 June 2025**.

Caution: if we have not heard from you by the deadline date **6 June 2025**, we will automatically assume that you have no objection to the removal of the payphone boxes listed in your area.

Thank you for your attention and collaboration on this matter.

Regards,
Raquel

Raquel Leonardo
Strategic Programmes Manager (Regeneration & Compliance)
Economic Development and Regeneration

Wiltshire Council

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Email: raquel.leonardo@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
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From: btp.authorisation.team@bt.com <btp.authorisation.team@bt.com>

Subject: Wiltshire Payphone removal proposal/s

We plan to remove payphones in your area. You can make representations for 90 days, which ends on 15 June 2025

Dear Chief Planning Officer,

We've identified 22 public payphones in your area that are no longer needed. We've assessed these using the criteria in Ofcom's [Review of the telephony universal service obligation](#). I've attached the list of payphones that we're planning to remove.

The kiosks shown in red are Listed so we propose to remove the telephony and lock the kiosk.

To make sure that the local community are fully informed, we've placed notices (including the posting date) on these payphones. I've attached a sample copy.

Communities can 'adopt' phone boxes to turn into something completely different

With payphone usage falling, communities are looking at new ways of using them. Thousands of boxes have been reinvented as cafes, mini-libraries, and defibrillator sites. Communities can adopt most red boxes for just £1.

They can also adopt modern glass boxes if they want to house a defibrillator. Visit bt.com/adopt for more information

You can make representations in the next 90 days until 15 June 2025

We'll take account of representations you make about our plans when we're making our final decision. We'll also write to with you the reasons for our decision (we'll also publish the reasons on www.bt.com/payphones/service).

If you've got any questions or want to make representations, please email us at btp.authorisation.team@bt.com.

Thanks,

The BT payphones team



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We monitor our email system, and may record your emails.

BT Group plc

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Registered in England no: 1800000

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