



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Wednesday 15th June 2022

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 20th June 2022 at 7pm** at **Melksham Rugby Club, Oakfields, Eastern Way, SN12 7GU** to consider the agenda below:

******PLEASE NOTE NEW VENUE******

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

Click link here:

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

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

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham

REVISED AGENDA

1. **Welcome, Announcements & Housekeeping**
2. To receive **apologies** and consider approval of reasons given.
3. **Invited Guests:**
 - a) Wiltshire Councillor **Nick Holder** (Bowerhill)
 - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold)
 - c) Wiltshire Councillor **Jonathon Seed** (Melksham Without West & Rural)
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 during the consideration of the following items of business (Item 10d, 11f, 12j) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. To approve the Minutes of the Annual Council Meeting held on 16th May 2022 and the Confidential Notes to accompany the minutes.
8. **Planning**
 - a) To approve the **Minutes of the Planning** Committee meetings held on 23rd May and 13 June 2022.
 - b) To formally approve **Planning Committee recommendations** of 23rd May and 13th June 2022.
 - c) To consider submitting comments on the following planning application if additional information received [PL/2022/02675](#): Land Adjacent to 6 Guinea Cottage, Forest Road, Melksham. of a dwelling. Outline Application (All Matters Reserved) Applicant Richard Bourne (Deadline 20th June)
 - d) To note resident's letter to Government Ministers regarding latest Appeal decision and to consider writing in a similar manner
 - e) To consider latest update from the Town Council's Priority for People project and to consider request for funding
 - f) To note deadline for the Neighbourhood Plan Housing Needs Survey is 30th June and to encourage participation by the wider public <https://www.melkshamneighbourhoodplan.org/local-housing-need-survey>
 - g) To agree council representative for forthcoming pre application meeting hosted by Melksham Town Council (Mon 27th June at 6pm)

9. **Asset Management**
- a) To approve the **Minutes of the Asset Management** Committee meeting held on 6 June 2022.
 - b) To formally approve **Asset Committee recommendations** of 6 June 2022.
 - c) **Shaw Village Hall:**
 - i) To receive verbal report on incident at Hall
 - ii) To receive feedback following review of Strategic Plan (14th June)
 - iii) To note Valuation Report
 - d) **Bowerhill Sports Field & Pavilion**
 - i) To consider Valuation Report and review if insurance cover to be reduced.
 - ii) To consider number of different alarm users codes to issue for Pavilion once unmanned building
 - iii) To approve principle of reviewing Fire Risk Assessment and Water Treatment Risk Assessment following change of use to unmanned building
10. **New Berryfield Village Hall project:**
- a) To note Progress Meeting 5 held on 25th May (minutes and report) and that the 5th staged payment has been made.
 - b) To note Notes of Residents working party meeting held on 7 June 2022.
 - c) To consider any decisions/additional cost implications required
 - i) To consider removal of requirement for fence to village hall
 - ii) To consider quote for battery storage for solar panels
 - d) To review, approve, sign and seal the Deed for the side agreement for the transfer of s106 funds from Wiltshire Council for the Berryfield Village Hall project
 - e) To consider terms of lease for new management trust
 - f) To approve quotation for Fire Risk Assessment and to approve principle of Water Treatment Risk Assessment
 - g) To approve quotation for insuring new hall for interim period between handover and new management trust in place
 - h) To note outcome of Asbestos Survey at old existing village hall prior to demolition
11. **Melksham Campus/office relocation.**
- a) To approve the Office Relocation Working Group minutes of 13 June 2022.
 - b) To approve the recommendations of the Office Relocation Working Group meeting held on 13 June 2022.
 - c) To consider delegated powers for procurement of items required for relocation project, in line with budget costs listed
 - d) To consider any new requests/decisions required from the Campus team meeting 16th June
 - e) To consider offer of free and discounted IT equipment for installation at the new office venue
 - f) To review, approve and sign the Lease for the Melksham Campus (if received)

12. **Finance:**
- a) To approve the **Minutes of the Finance** Committee meeting held on 23 May 2022.
 - b) To formally approve **Finance Committee recommendations** of 23 May.
 - c) To note Internal Auditor's final report for year ending 31 March 2022.
 - d) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2022 (Governance Statement)
 - e) To approve and sign Section 2 of External Audit Annual Return for year ending March 2022 (Accounts Statement)
 - f) To approve and sign Year End Accounts & Statement for year ending 31 arch 2022.
 - g) To note **Receipts & Payments** reports for May.
 - h) To note CIL (Community Infrastructure Levy) payments received
 - i) To seek **cheque signatories/online authority** for June & July payments and to agree early payment run for July due to office relocation
 - j) To consider the Wick Solar Farm Community Benefit proposal
13. **Community projects/partnership organisations:**
- a) To note minutes from CAWS meeting on 14th June, feedback from Jubilee Event and AGM set for 21st June
<https://youtu.be/l7PLo7tIGj8> Jubilee Event Time-lapse video
<https://youtu.be/gmhNK6TPm6U> Jubilee Event photos
 - b) To note Shaw and Whitley Community Emergency Group Core Team Minutes of Meeting 22 Mar 2022
 - c) To note Briefing Note for new Area Board arrangements, and next meeting to be held on Weds 22nd June.
 - d) To receive feedback from Wessex Water drop in session on Tues 24th May and to consider request for feedback on proposed fence treatment of sewage pumping station at Beanacre
 - e) To consider thoughts on International Day of Older People event
 - f) To note Melksham Campus Newsletter – May 22
 - g) To consider request for Magister Way Wildflower Area grass cutting
 - h) To consider requesting Wiltshire Council to reinstate the X34 bus evening service and to consider supporting request for support for Ukranian guests for bus travel
 - i) To note update from Wilts & Berks Canal meeting (9th June)
 - j) To note update from MTUG Melksham Transport User Group informal meeting (18th May)
14. Meeting the **Climate Friendly Objective:**

**MINUTES of the Annual Council Meeting of Melksham Without
Parish Council held on Monday 16 May 20212 at Melksham Rugby Club,
Oakfields, Eastern Way, Melksham, SN12 7GU at 7.00pm**

Present: Councillors Alan Baines, Terry Chivers, John Doel, John Glover (Chair of Council), Mark Harris, Shona Holt, David Pafford (Vice Chair of Council), Stefano Patacchiola, Mary Pile, Robert Shea-Simonds and Richard Wood

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

In attendance: Wiltshire Councillor Jonathon Seed, Melksham Without West & Rural

1/22 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting and reminded those present where the various fire escapes were located and that the meeting was being recorded for the purposes of aiding minute taking.

2/22 Appointment of Chair

As the outgoing Chair, Councillor Glover sought nominations for the Chair for 2022/23

Councillor Chivers nominated Councillor Glover, which was seconded by Councillor Doel.

There were no further nominations.

Unanimously Resolved: Councillor Glover be duly elected as Chair of the Council for the ensuing year.

3/22 To receive the Chair's Declaration of Acceptance of Office

Resolved: Councillor Glover signed his Declaration of Acceptance of Office.

4/22 Appointment of Vice Chair

Councillor Glover invited nominations for the Vice Chair for 2022/23.
Councillor Shea-Simonds nominated Councillor Pafford, which was seconded by Councillor Pile

There were no further nominations, therefore it was:

Unanimously Resolved: Councillor Pafford be duly elected as Council Vice Chair for the ensuing year.

5/22 To receive Apologies and approval of reasons given

Apologies of absence were received from Councillor Russell who was on holiday and Councillor Hoyle who was recuperating at home.

Resolved: To note and accept Councillor Russell and Councillor Hoyle's reasons for absence.

6/22 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 during the consideration of the following items of business (Item 9) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised, as item 9 related to legal negotiations with the Town Council on the Heads of Terms for transfer of Community Infrastructure Levy (CIL) Funds, that this item be held in closed session.

Resolved: To hold agenda item 9 in closed session.

7/22 Declarations of Interest

a) To receive declarations of interest

The Chair advised that within their agenda packs all Members had received their general Register of Interests in order to review and sign. The Clerk reminded members that it was their responsibility to keep their Register of Interests updated but that they were provided annually as a prompt.

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

None were received.

8/22 Public Participation & Invited Guests

Standing Orders were suspended in order to allow Members of the public to Speak.

Sergeant James Twyford, Melksham Police was in attendance to update Members on Police activity in the Parish and reported that in April 48 crimes had been reported, which was exceptionally low, with another 79 non crime incidents, 22 of which were violence against the person, 9 of which resulted in injury with only 2 incidences of assault in a public place which were dog bites.

There had been 2 thefts of push bikes in April which were under investigation, with a media campaign anticipated reminding people not to

leave bikes unattended.

There had also been 7 incidences of damage and 3 burglaries of commercial premises in the neighbouring parish of Semington in April.

With regard to the concerns regarding the lack of working pedestrian crossings from the Pathfinder Place development, Sergeant Twyford explained that there was no collision data highlighting an issue. However, he would be visiting other stakeholders, such as Melksham Oak school with the area currently being given extra attention for various reasons.

Sergeant Twyford explained there were several repeat offenders, responsible for 10% of incidents in the area. The Police were aware of the 'Ninja Scooter', as well as others who were using them inappropriately and once caught would have their scooters confiscated.

Questions were invited from Members.

Councillor Shea-Simonds asked if E-Scooters could be impounded.

Sergeant Twyford confirmed E-Scooters could be impounded, similar to uninsured road vehicles, under Road Traffic Act powers.

The Clerk explained reports had been received from residents of Bowood View concerned youngsters had been spotted climbing on the roof of the new Berryfield Village Hall, despite it being closed off as a construction site and had reported this via 101. The contractor was concerned they could fall through one of the Velux windows as still being installed and therefore any extra patrols in the area would be useful, particularly as it appeared there is evidence of people getting on to site via the Heras fencing on more than one occasion. Sergeant Twyford agreed to keep up extra patrols in the area.

The Clerk explained she had received comments from residents in the parish regarding pavement parking, as there was a perception there had been a change in the law. It was understood a new Bill had been put before Parliament, however, it was unclear if this had been passed.

Councillor Twyford explained there had not been a change in the law, however, there had been a change in how the Police would respond to such incidences.

Both Councillors Chivers and Pile highlighted incidences of pavement parking in Whitley, which were causing issues and making it difficult for both pedestrians and those with pushchairs and mobility scooters to get by.

The Clerk explained another issue which had been brought to her attention were cars on Corsham Road, Whitley, waiting quite a while for space to become available in Shaw School car park before turning right into the school, agitating other drivers trying to get past and therefore causing frustration and often inappropriate overtaking.

Councillor Patacchiola explained, this would appear to be a traffic management issue and therefore maybe the school would be better dealing with this matter.

- Wiltshire Councillor Nick Holder, Bowerhill

Councillor Holder had hoped to attend the meeting, but unfortunately had tendered his apologies.

- Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold

Councillor Alford was attending Melksham Town Council's Annual Council meeting.

- Wiltshire Councillor Jonathon Seed, Melksham Without West & Rural

Councillor Jonathon Seed sought an update on when the Bowood View Play Area would be open.

The Clerk explained Wiltshire Council had to sign off on the play area as part of the Section 106 agreement before it could be handed over to the parish council. However, following a recent site meeting, Wiltshire Council were not happy to sign off and the Parish Council were also not happy for it to be signed over to them until issues raised by Wiltshire Council had been resolved.

Councillor Seed sought clarification who was responsible for installing the play area, with the Clerk explaining the developer had installed the play area, however, it was not installed to Wiltshire Council's standard s106 specification or to that agreed with the Parish Council.

Councillor Seed agreed to approach officers at Wiltshire Council to try and get the matter resolved as soon as possible and the play area brought up to the necessary standard in order to be adopted.

It was noted Councillor Holder was in discussions with Wiltshire Council regarding the play area on the Pathfinder Place development for similar reasons.

With regard to the proposed development of 144 houses on Semington Road, adjacent to Bowood View, bearing in mind recent experiences with the lack of progress on infrastructure within the new developments, the Parish Council were keen to make sure that this situation did not happen again.

Both the Clerk and Councillor Glover expressed frustration at things being agreed at outline stage of a planning application and changing at Reserved Matters stage and the lack of awareness from some developers on what is happening at their sites, as well as the lack of joined up

thinking. An example was given, of no drainage being provided for the new village hall at Bowood View, Semington Road, despite the building being included on plans submitted by the developer. Frustration was also expressed that whilst the Parish Council may ask for some things for inclusion on a large planning application, these are sometimes ignored by developers and not supported by Wiltshire Council.

Councillor Seed empathized with the concerns and expressed similar frustration.

It was noted that notices had been erected around the Bowood View play area, stating 'keep out', however, children were getting in to use the play area, which presented a problem for Bellway, as unless they had adequate insurance, it could cause issues.

Councillor Seed agreed to put pressure on the relevant parties to get issues resolved.

It was noted the New Premises Licence application for the New Inn had recently been submitted to Wiltshire Council and would be considered by the Parish Council at its Planning meeting the following week.

The Clerk explained there was an item on the agenda under Planning, seeking any additional comments Members wished to submit regarding the Reserved Matters planning application for 144 dwellings on Semington Road and whether Members wished Councillor Seed to 'call in' the application for consideration at a Wiltshire Council Planning Committee.

Members agreed the 'call in', which Councillor Seed agreeing to submit to Wiltshire Council.

Regarding additional comments, Councillor Baines explained the fact there was no connectivity between the site and the adjacent Bowood View site was contrary to Wiltshire Council policy. The Clerk explained it was also contrary to the National Planning Policy Framework (NPPF).

Councillor Seed left the meeting at 7.32pm.

Standing Orders were reinstated.

9/22C To Consider Heads of Terms for transfer of CIL (Community Infrastructure Levy) funds to Melksham Town Council (further to MTC consideration) – deferred from last meeting

This item was held in closed session and was deferred from the previous Full Council meeting.

Previously, the Parish Council had resolved to inform the Town Council the wording of the Legal Agreement was not acceptable as it stood and that the Parish Council would like to be involved in discussions on what alternative

facilities the CIL funding should be spent on if a community centre was not feasible.

The Parish Council also sought an update on progress with regard to a community centre East of Melksham and what assurances could be given that other sites to the East of Melksham had been sought as an alternative.

The Parish Council had also sought clarification on wording within the Legal Agreement, such as what alternative facilities the Town Council were proposing if it was not viable to build a community centre.

The Town Council had responded to explain that they would use every effort to build an East of Melksham community hall within the Hunters Wood and The Acorns developments. However, if it proved unfeasible to build the East of Melksham Community Centre, the Town Council would work with Melksham Without Parish Council to decide how the CIL monies could be spent. Also, the Parish Council would not have a veto vote.

Councillor Glover noted with regard to proposals for 650 houses on Blackmore Farm, which had just undergone community engagement, prior to a potential planning application, there were proposals for a community hub there and maybe this could be made bigger, as it would still be to the East of Melksham and would help ease problems which could come later on, if the development were to go ahead.

It was queried whether the Parish Council could keep the CIL monies earmarked for the East of Melksham community centre.

Councillor Glover clarified any unspent CIL monies received and not spent within 5 years had to be returned to Wiltshire Council.

Councillor Baines explained it had originally been agreed the CIL funding from Hunters Wood and The Acorns, as well as the £500,000.00 Section 106 monies would be used to fund a community centre East of Melksham. The residents of these developments had contributed towards the CIL funding, in purchasing their properties and therefore the Parish Council owed it to them that the money should be spent on a community centre and therefore should not hand over the CIL monies to the Town Council unless the community centre is to be built.

Councillor Baines explained with regard to proposals for 650 dwellings at Blackmore Farm, this site is within the parish and not the town and noted

potentially most sites East of Melksham would be in the parish and not the town.

Councillor Pafford sought clarification on why this issue had not been moved on, as the issue had been going on for some time and insisted the parish council be consulted on what happens next.

Councillor Pafford noted both councils had expressed concern the allocated site was too small for a community centre and understood there had been mention of swapping the site adjacent to Spa Medical Centre, which is too small for a community centre with land available adjacent to Verbena Court. This would also enable Spa Medical Centre to expand, as it was understood their premises were too small.

It was understood that Town Council officers had already made enquiries with landowners regarding the alternative site adjacent to Verbena Court, but with no positive response.

Councillor Wood felt members of Melksham Town Council would be supportive of swapping the two sites around. The Clerk explained she understood this had not yet been discussed at a Town Council meeting.

Councillor Glover expressed confusion in the terminology of swapping the land around, as he understood the land near Spa Medical Centre was set aside for a community centre/GP services and the Parish Council had expressed a wish to take it over to put in a community centre. The piece of land adjacent to Verbena Court, however, is owned by developers and was identified for land for a GP surgery. Therefore, if the developers were to be approached to put something on that piece of land this did not require a swap and were two separate issues.

Councillor Glover also noted on 14 April, Melksham Town Council had written to say they had resolved at a meeting that the parish council did not have a veto vote.

The Clerk stated the Town Council had had the legal agreement drawn up and would pay for the legal fees and therefore the Parish Council were amending their draft legal agreement. She noted they had already approached an architect to see what size community centre would fit on the site next to Verbena Court.

Councillor Baines stated he understood Wiltshire Council had objected to the access for the community centre coming out onto the proposed new eastern distributor road onto the new roundabout and therefore, this piece of land is

not much use, other than as an extension to Spa Medical Centre as it had separate access off Snowberry Lane.

Councillor Pafford felt if Melksham Town Council had not come to a decision the Parish Council were within their rights to seek further dialogue on what was happening.

Councillor Holt wished to highlight a risk that any piece of land earmarked for a hall could be built on in the future and therefore it needed to be stressed to the Town Council this needed to be resolved as soon as possible.

The Clerk explained the site had been put forward for housing under the Local Plan Review consultation last year being undertaken by Wiltshire Council.

Several members felt a joint meeting with the Town Council would be useful to move the situation on.

Councillor Patacchiola explained the wording within the legal document may need to change to say joint decision.

It was suggested if the two parcels of land were not available for any reason, there are two SHELAA (Strategic Housing Employment Land Availability Assessment) sites immediately adjacent to Eastern Way which could be used for a community centre, near the 450 or the original 800 houses and could serve the site of the potential development for 650 houses to the rear of Blackmore Farm, if it came forward and were approved.

Resolved: To ask the Town Council for a meeting to discuss a way forward for a community centre East of Melksham and to discuss potential alternative sites, including those on the Strategic Housing and Economic Land Availability Assessment (SHELAA) list. The existing CIL sharing representatives to attend the meeting: Councillor Glover, Pafford and Baines.

To ascertain what the time period was before any land earmarked for community and GP use on the East of Melksham developments would be available for housing.

10/22 Standing Orders & Council Policies

a) To review Melksham Without Parish Council Standing Orders and consider

The Clerk explained any proposed amendments to the Standing Orders would have to stand down until the next meeting in June.

The latest Standing Orders were based on the National Association of Local Councils (NALC) model.

The Clerk explained that the Campus building terms were that the venue closed at 10.00pm and 9.30pm on a Friday and questioned whether the

earlier finish time on the Friday needed to be incorporated in the Standing Orders as they state meetings have to be finished by 10.00pm.

The Clerk explained that for “Operation London Bridge” (The arrangements for the death of a Senior Royal figure) that there would be a period of mourning for 8 days + 2 days for the Proclamation, meaning council meetings could not be called or take place, and therefore sought a steer from Members if they wished to arrange delegated powers to consider items which required an immediate decision within that period, including comments on planning applications and LHFIG (Local Highway & Footpath Improvements Group) requests being forwarded to Wiltshire Council within the required timeframe.

Councillor Patacchiola noted in Standing Orders the Council under 21a it stated ‘...the Council **to appoint** a Data Protection Officer (DPO)’, however, legislation had changed to say this was no longer needed one and queried whether this needed amending to say **may use** a Data Protection Officer.

The Clerk explained the current internal auditor, as part of their internal audit review, was making sure the Council were complying to data protection laws.

Resolved 1: To approve and adopt the Standing Orders as submitted with the suggested amendments.

Resolved 2: In the event of the death of the Sovereign or another member of the Royal family or a national figure, the Clerk, as Proper Officer, will have delegated powers to action any time sensitive decisions, following confirmation by email by members of the Council or relevant Committee as appropriate. With regard to any planning application or highway requests for the LHFIG (Local Highway Footways Improvement Group) that are time sensitive, for the Clerk to have delegated powers to submit comments/requests following an informal meeting of the relevant members.

b) To review and adopt Complaints Procedure

Councillor Glover explained this needed to be looked at annually and had last been looked at in 2018, however, there were no changes proposed

other than to remove a date to make the document more generic i.e.: 'to be adopted by the Council at its Annual Council meeting in May'.

The Clerk confirmed the reference to the Chairman's details should be amended to include their name, now a new Chair had been appointed.

It was noted any complaints about staff would go to the Staffing Committee.

Other complaints, bearing in mind people could not complain about a decision made by the Council, but only on how it was made and whether it was lawful, would go to the Monitoring Officer at Wiltshire Council.

Councillor Holt suggested, given the Parish Council were due to move offices shortly to make a note to carry forward, in order to update the address to be up to date.

Resolved: To adopt the Complaints Procedure as presented and with the suggested minor amendments.

11/21 Code of Conduct:

a) To note revised NALC Legal Topic Note: Members' Conduct and the Registration & Disclosure of their Interests (England) dated 6 May 2022

The National Association of Local Councils (NALC) had provided a topic paper on changes to the Conduct & Standards regime in the last few years, which was circulated to Members prior to the meeting for information.

The Clerk explained in 2021 Members had reviewed several Codes of Conduct and agreed the Wiltshire Council model as, previously adopted was appropriate, but was re-drafted in a clearer format for easy reference. It was subsequently agreed to embed this policy with the Officer Member/Protocol.

b) To review and adopt combined Code of Conduct & Protocol for Member/Officer Relationship

Resolved: To adopt the combined Code of Conduct & Protocol for Member/Officer Relationship Policy.

12/21 Parish Council Objectives

a) To review Objectives for 2021/22 and set Parish Council Objectives for 2022/23

Councillor Glover explained that the Chairman's Notes had been circulated to everyone which included the Clerk's notes on why some of the objectives for 21/22 had not been actioned as follows:

Water Refill Point at Bowerhill Sports Pavilion and Shaw Playing Fields

Unfortunately, it had proved difficult to install the water refill points and therefore there will be a delay while investigations are undertaken to resolve the matter.

Bowerhill Sports Field Enhancements

Given other priorities, this could be looked at in the Autumn if successful in obtaining funding, with consultations taking place prior to applying for funding.

Shurnhold Fields Car Park and Improved Entrance

With regard to Shurnhold Fields car park, the Clerk explained this has been delayed due to the Environment Agency. They had initially said the bund for the car park could not be put in, however Wiltshire Council's Land Drainage Team were asking for one to protect the housing on Dunch Lane adjacent to the field from flooding.

The Clerk explained she had spoken to the Land Drainage Engineer at Wiltshire Council who had subsequently managed to get Environment Agency funding in place for a bund behind the houses in Dunch Lane for flood prevention and hoped to draw down on this funding shortly.

It is hoped the car project can run at the same time as the scraping of the grass/soil which will contribute to the bund. Therefore, there will only be one lot of disturbance. Wiltshire Council Land Drainage will be overseeing this work, which the Environment Agency are happy with as this will be under Wiltshire Council licence.

Paperless Agendas

A general way forward has been agreed with the IT contractor and it is felt a move towards paperless agendas could be tied in with the move to the Campus.

Local Council Award

To work towards achieving this and set a 5-year business plan, in order to set priorities. To undertake this once the Neighbourhood Plan Review has taken place and look at in 2023.

Resolved: To accept the reasons for the delays and to adopt the following objectives for 2022/23:

- Neighbourhood Plan
 - Implementation, monitor and use of policies.
 - Review of Plan.
- To input and influence the Local Plan Review with Wiltshire Council and Melksham Town Council.
- To influence and lobby Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years, working with the Wiltshire Area Localism & Planning Alliance (WALPA).
- Water refill points – to look at installing water refill points at Shaw & Bowerhill sports fields.
- To review the Emergency Plan (reflect on learning from Covid).
- To engage with stakeholders and contractors to ensure a smooth transition for staff, councillors and parishioners during the Parish Council's move into new office and meeting space accommodation at the Campus in Autumn 2022.
- Construction of Berryfield Village Hall.
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment.
- Shurnhold Fields car park and improved entrance project.
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- Progressing a CIL sharing arrangement and East of Melksham Community Centre with Melksham Town Council.

b) To review Priorities for Term of Council (2021/25)

Members noted the comments from the Clerk regarding delays to longer term priorities.

Councillor Glover explained the Council needed to consider looking at a business plan going forward and to bear in mind what the Council wished to do, once the 10-year lease on the Campus was up for review.

With regard to a business plan, the Clerk explained that this was part of the Local Council Award but suggested that this could be looked at once the Neighbourhood Plan Review had been undertaken.

Resolved: To adopt the following long-term objectives and priorities for the four-year term of office 2021-2025:

- To use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030).
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>
- To provide enhanced access to council meetings via remote technology to improve community engagement.
- To obtain mains drainage for Beanacre.
- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass.

c) To consider holding community awards for 2022/23

The Clerk explained Melksham Town Council have awarded civic awards for a number of years. This year, a resident of the parish was nominated for a civic award for their work in the parish for a local charity and at the time Members had suggested that the council may wish to consider holding their own community awards, which could be presented as part of the grant giving at the Annual Parish Meeting.

During discussions the following was raised:

- The need for a criteria of who is eligible and why.
- Indication of the time involved and the cost.
- Whether to seek nominations annually or on an ad hoc basis.

Resolved: To make investigations on the possibility of making Community Awards, with a view to the first award being presented in 2023.

13/21 To review and adopt revised Committee Structure & Terms of Reference

The Clerk explained that she noted the Town Council have an Economic Development Committee which covers both Planning and Highway issues and whether this was something to bear in mind for the Parish Council. It would do away with a long quarterly meeting on highway and footpath issues but as the LHFIG (formerly CATG) only met quarterly they would not be actioned any quicker, and it removed a committee, and potential "on the job" training for a Chairman for succession planning.

The Clerk explained a few amendments had been made to the Committee Structure and Terms of Reference Document as follows:

Temporary arrangements had been put in place to approve accounts and sign cheques, therefore under 3.1(i), the following sentence be removed: 'Currently being authorised at home and accessing records for verification remotely due to Covid Restrictions'.

3.5: Community Area Transport Group (CATG) renamed Local Highways

and Footpath Improvement Group (LHFIG).

3.6: Reference to CATG amended to LHFIG and the following sentence to read ‘... within a timeframe that allows the Council appointed representative to report back to the next LHFIG meeting and submission of requests in time for the LHFIG agenda.’

Councillor Patacchiola stated he was one of the two non-Finance Committee Members appointed to verify bank reconciliations once a quarter and sought clarification this was still required.

The Clerk explained it stated in the Finance Regulations that two non-Finance Members have to check them, however had queried this with the auditors as the bank reconciliations were put before Full Council every quarter.

The Clerk explained she felt the two non-Members of the Finance Committee were no longer required, however, but felt maybe a ‘wet signature’ was required every quarter from two non-Members of the Finance Committee and would seek clarification.

Councillor Holt noted under 3.3 Staffing and Resources it stated ‘the committee would meet at least twice a year’, however, the committee had only met once in the last year.

The Clerk explained some staff matters had been placed on a Full Council agenda, as they were time sensitive.

Resolved: To adopt the current Committee Structure, Terms of Reference and Scheme of Delegation as circulated, with track changes and to amend 3.3 Staffing and Resources as follows: ‘The Staffing and Resources Committee will meet as required.’

14/21 Appointment of Committees & Working Parties 2022/23

It had been previously discussed whether the Chair and Vice Chair were required to be ex-officio members of each committee. It was noted discussion on this had taken place at the Annual Council meeting in 2021 and it had been agreed if it was felt onerous that it could be reviewed.

The Clerk explained Councillor Russell had stated he would like to remain on those committees he is currently a member of.

As Councillor Hoyle was not present, it was agreed, unless he expressed otherwise, he remains on those committees he is already a member of.

Resolved: The following committees and working groups were appointed for 2022/23, with the Chair and Vice Chair Ex-Officio of all committees:

a) Asset Management Committee

Councillors Alan Baines, Terry Chivers, John Glover, Shona Holt, Rob Hoyle, David Pafford & Andy Russell

b) Finance Committee

Councillors Alan Baines, John, Doel, Shona Holt, John Glover, David Pafford, Robert Shea-Simonds & Richard Wood

(Councillor Stefano Patacchiola & Andy Russell once a quarter to verify bank reconciliations as two non-Finance Committee members)

c) Highways & Streetscene Committee

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, David Pafford, Stefano Patacchiola & Robert-Shea-Simonds

d) Planning Committee

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, Mary Pile, David Pafford & Richard Wood

e) Staffing Committee

Councillors Alan Baines, John Glover, Shona Holt, Rob Hoyle, David Pafford, Stefano Patacchiola, Robert Shea-Simonds

f) Working Parties

Community Resilience Working Party

Councillors John Glover, Rob Hoyle, David Pafford, Mary Pile & Richard Wood

Shurnhold Fields Joint Working Party (with Melksham Town Council)

Councillors John Glover; David Pafford & Stefano Patacchiola

Office Relocation Project Working Party

Councillors John Glover, Mark Harris, David Pafford, Stefano Patacchiola, Robert Shea-Simonds & Richard Wood

(Councillor Stefano Patacchiola as IT rep for this project)

New Berryfield Village Hall Working Party

Councillors John Glover, Mark Harris, Shona Holt, David Pafford & Richard Wood

IT & Data Protection Working Party (amalgamation of IT Working Party and Data Protection Working Parties)

Councillors John Glover, Mark Harris, Shona Holt, David Pafford & Stefano Patacchiola

CIL Sharing Working Party (with Melksham Town Council)

Councillors Alan Baines, John Glover & David Pafford.

15/21 Appointment of Organisation Representatives 2022/23

Organisations:

Resolved: To appoint the following Council representatives to the following organisations for 2022/23.

Age Friendly Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall	Shona Holt
Bowerhill Residents Action Group (BRAG)	R Hoyle (sub: A Russell)
Bowerhill Hall Management Trust	Andy Russell
CCTV Working Group (Town Council)	Stefano Patacchiola
Environment & Climate Friendly (Town Council)	John Doel
Community Action Whitley & Shaw (CAWS)	Mary Pile
CPRE (Wiltshire Branch)	VACANCY
Dementia Action Alliance	R Shea-Simonds
Local Highways & Footpath Improvement Group	Alan Baines
Market Place Toilet Joint Venture	A Baines & J Glover
Melksham Area Board	J Glover & D Pafford
Melksham ATC	Andy Russell
Melksham Chamber (previously Chamber of Commerce)	Rob Hoyle
Melksham Charities	R Shea-Simonds & John Doel
Melksham Hospital & Community	R Shea-Simonds
Melksham Joint Health Forum (Town Council)	John Glover
Melksham Joint Neighbourhood Plan Steering Group	J Glover & D Pafford (A Baines & R Wood reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Rail User Group	Mark Harris

Operational Flooding Working Group
Parish Highways & Street Scene Rep

PCSO Liaison
Press Representative
Shaw Hall Management Committee
Shurnhold Fields (Friends of)

Whitley Reading Rooms
Wilts & Berks Canal Partnership
WALC (Wiltshire Association of Local Councils)

Alan Baines
Parish Officer –
L McRandle
Officers
Clerk – T Strange
Stefano Patacchiola
(1 of 3 from
Shurnhold Working
Group Reps)
VACANCY
Mark Harris
Rob Hoyle

Footpath Representatives:

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

Terry Chivers
Richard Wood
J Glover & **VACANCY**
Alan Baines
S Patacchiola &
T Chivers

16/21 To approve dates of meetings for 2022/23

A revised list of meeting dates had been circulated to members.

Resolved: To approve the revised list of meeting dates.

17/21 To approve the Minutes of the Full Council meeting held on 25 April 2022

Councillor Baines suggested a few minor amendments to the minutes as follows:

Min 537/21: the last word of the first paragraph to read **documents** rather than **minutes**.

Min 540/21(b)(i): First paragraph to read: The Clerk explained unfortunately the information **originally** received and considered at the Highways meeting was incorrect and should have been **Dowding Way**.

Resolved: To approve the Full Council minutes of 25 April 2022 with the suggested amendments and for the Chair to sign.

The Clerk explained she had a few updates since the last Full Council meeting:

Pathfinder Way Development, Bowerhill

If any members wished to attend a meeting with herself, Wiltshire Councillor Nick Holder and the CEO of Taylor Wimpey on Thursday, 26 May at 9.45am on site.

Councillor Glover volunteered, with Councillor Wood as substitute.

Land to the rear of Kittyhawk Close, Bowerhill

The Clerk explained the Drainage Engineer at Wiltshire Council and herself had met with residents regarding the removal of the hedgerow to the rear of Kittyhawk Close. Work to clear the ditch would be taking place week commencing 6th June. It had been agreed the contractor would put in a gate to access the ditch with the Clerk asking if one could be provided for access to the area for maintenance, which Members welcomed.

Shaw Village Hall

Councillor Glover explained at a recent Society of Local Council Clerks (SLCC) meeting, the Clerk had spoken to the Council's insurers brokers who were in attendance and they had advised that even though Shaw Village Hall is not insured by the Parish Council, but the trustees of the hall, they felt the hall would not be covered for the works required to the roof, as it was an uninsurable risk and therefore the parish council may have to help fund the repairs if the lawyers find the council is found liable for the repairs as the landlord.

Councillor Harris stated at present the agreement was the Council contribute a third towards the costs. The Clerk clarified if the lawyers found the Council were liable, then all costs would fall to the Council, unless the Area Board and the Shaw Village Hall Trust were minded to make a contribution.

Office Relocation to the Campus

Councillor Glover stated the solicitors had asked if the Council wished to undertake an additional due diligence check at a cost of £300, However, the Office Relocation Working Committee were split on whether to go ahead with this exercise and therefore sought a steer from Members.

With regard to the locks on the doors, it was understood originally a swipe card system was going to be installed, however, it was now proposed to install Digi locks, with the decision having to be made before the next Office Relocation meeting on what system the Parish Council had, as it was time sensitive.

Councillor Patacchiola raised a concern having Digi locks would mean anyone with the code could access the offices and share the code and would be far less secure and therefore asked if the Parish Council could install their own electronic locks which could record entry, particularly on the office door.

Resolved 1: Not to go ahead with the extra due diligence check as Wiltshire Council would be liable for any issues which may arise.

Resolved 2: To ask Wiltshire Council if the Parish Council are able to install their own electronic lock on the office door on the proviso Wiltshire Council can access it for cleaning or in an emergency.

18/21 Planning

a) To approve the Minutes of the Planning Committee meeting held on 9 May 2022

The Clerk explained under Min 528/21 regarding public consultation for the 650 houses at Blackmore Farm the minute should read:

'Resolved: To send the following comments to the Public Consultation....'

Councillor Glover stated under Min 526/21 it was suggested it was a change in policy to meet with developers on a regular basis and therefore this would need to be reviewed.

Therefore, it was suggested the minutes be amended as follows:

'Recommendation: That the Parish Council meet with developers regularly until the project is complete and signed off.'

Resolved: To approve with the above amendment and for the Chair to sign the Planning Committee minutes of 9 May 2022.

b) To formally approve Planning Committee Recommendations of 9 May 2022

Resolved: To formally approve the recommendations of the Planning Committee meeting of 9 May 2022.

c) To consider requesting the 'Call In' of PL/2022/02749 (Land at Semington Road, Melksham, Reserved Matters for development comprising the erection of 144 dwellings off Semington Road) for consideration by Wiltshire Council's Planning Committee and to consider submitting further comments regarding housing density

The Clerk reminded Members, if the planning application were to be called in, a representative of the Planning Committee would need to attend the meeting at which the application would be considered.

The Clerk asked if members wished to submit any further comments since the application was considered at a recent Planning Committee meeting and noted since the meeting concern at been raised at the density of the site and the positioning of the play area being isolated and not overlooked.

Councillor Wood raised a concern at the overall impact of the development, with a lot of housing proposed on the western side with two straight roads,

with 4 cul-de-sacs, high density housing, with no green space. In the outline plans there was a better distribution of housing on both sides of the original line of the canal.

Councillor Baines raised a concern at the number of cul-de-sacs and noted 10 places where a refuse lorry would have to reverse after collecting bins from the allocated space and also raised a concern the 20pmh speed limit on the straight road into the development would not be self-enforcing.

Councillor Pile stated following the meeting she had asked what the number of houses that can be built per hectare was and raised a concern at the lack of pavements.

Councillor Harris felt the cul-de-sacs were turning points and noted it mentioned tenders on the plans and assumed this referred to fire engines, with a refuse lorry being a similar size.

Whilst it was noted several of the cul-de-sacs were wide enough to provide turning points for larger vehicles, given experience of cul-de-sacs elsewhere, the space was often used for parking, this could make vehicle maneuvers difficult.

Councillor Wood referred to the adjacent development at Bowood View, which, whilst it had cul-de-sacs, the roads were wide enough to enable vehicles to turn effectively and was an example of a good layout.

Councillor Glover noted recently somewhere else in the Country planning applications had been stopped due to comments made by Natural England with regard to water quality and wondered if it was worth finding out what the reasoning was, as this could be used when commenting on planning applications going forward.

Councillor Glover asked if it was worth mentioning the inconsistency in the way Section 106 Agreements are dealt with and the fact requests made by the Parish Council for inclusion in Section 106s are ignored.

The Clerk explained she had already raised this with the previous Head of Planning and they had no control over what developers would agree to.

Resolved 1: Councillor Jonathan Seed 'call in' planning application PL/2022/02749 for consideration at a Wiltshire Council Planning Committee and to include the additional comments in the Council's comments to submit to Wiltshire Council as raised.

Resolved 2: To write to the new Head of Planning regarding the inconsistency in Section 106s and the fact requests by the Parish Council for inclusion in Section 106s appear to be ignored and to provide examples of good practice.

d) Melksham Neighbourhood Plan

i) To note further task group members

The Clerk had provided an updated list of neighbourhood plan task group members and suggested more members were required on Local Green Space, Design Guides/Codes, Heritage, Climate Issues and Town Centre task groups and sought additional members.

It was noted as part of the new Government 'Levelling Up' agenda recently announced as part of the recent Queen's Speech as part of the State Opening of Parliament that more credence and weight will be given to design codes in planning applications.

Resolved: Councillor Chivers to join the Town Centre Master Plan task group

ii) To note Melksham Town Council resolutions on funding

Members noted the resolutions of the Town Council's Economic Development Committee with regard to funding:

'That the current delegated authority to the Town Clerk to approve payments for the Joint Melksham Neighbourhood Plan up to £10,000, is re-affirmed. Thus, negating the needs for payments to be approved by council before being paid.'

The Town Council had also agreed to contribute 50/50 on the two invoices from Place in support of the recent Appeal Hearing.

iii) To note current live consultations

The Clerk explained the following consultations were taking place and asked that these were widely publicized by members.

- Local Green Spaces. This closes on 5th June. Therefore, this was the last chance for people to nominate a site and to look at those nominated by others and support or otherwise.
- Housing Needs Survey (running to 30th June)
- Heritage Asset Survey (running until 13th June)
- Call for Sites (closes 5 June)

There would be an update in the Melksham News on the latest information regarding the consultation.

19/21 Finance

a) To note Income/Expenditure reports for April

Councillor Glover explained no expenditure was shown due to the bank holiday weekend as the payments did not clear until 3rd May.

Resolved: To note the Income and Expenditure reports for April.

b) To appoint cheque signatories/online authority for April payments

Resolved: To appoint Councillors Baines and Holt as cheque signatories/online authority for April payments, as well as undertake spot checks.

c) To approve delegated powers for the Finance Committee (Monday 23 May) to review and approve the cover, and authorise the payment for the parish council's insurance cover before 1st June deadline

The Clerk explained as the Council's Financial Regulations (4.1) stated prior approval was required for expenditure on revenue items over £5000, that she sought delegated powers for the Finance Committee meeting on 23 May to approve the Council's insurance cover which exceeded this amount. Current quotes for review were £7,897.19 for general insurance cover and £319.20 for Cyber insurance).

Resolved: To approve delegated powers for the Finance Committee on 23 May to review and approve the Council's insurance cover and authorise payment of the Parish Council's insurance cover before the 1st June 2022 deadline

d) To consider grant request for new Carer Café

Councillor Glover explained this was a late submission outside the usual round.

The Clerk explained the group did not exist in January when the grant application deadline applied.

It was noted the group were a new organisation set up by Carers Support Wiltshire who had applied for a grant in January for £2,500, but were not awarded one as it was felt they had enough monies in their own account.

Whilst several members supported the application and felt it was a worthwhile cause, other Members noted the application did not meet the council's grant guidelines as they were unable to prove how many people they helped within the parish, as well as not supplying accounts.

Whilst it was noted a grant had previously been given to a new group outside the normal grant giving process, that particular organisation was wholly in the parish.

Resolved: Not to approve the grant request, but invite the group to submit a request again in time for consideration next year.

20/22 New Berryfield Village Hall project

a) To note progress meeting 4 held on 27 April (minutes and report) and that the 4th staged payment has been made

Members noted the minutes and report of the meeting held on 27th April and that the 4th staged payment of £69,718.19 (£58,098.49 excluding VAT) had been made.

Certificate 4	£297,740.94	
Less 3% retention	<u>£ 8,932.23</u>	
	£288,808.71	
Less previously paid	<u>£230,710.22</u>	Certificate 1, 2 & 3
	£ 58,098.49	
VAT at 20%	<u>£ 11,619.70</u>	
TOTAL	£ 69,718.19	

b) To note any decisions made under delegated powers by the new Berryfield Village Hall Working Party and to consider any new requests for approval

There were no additional decisions to note, however, the revised sum for the kitchen fit out was now £4,802.24 (ex VAT). £3,000 was in the original contract as a provisional sum, however, the new figure included the additional cupboards, hob, oven, fridge and extractor fan, there may also be some extra costs for the carpenter to fit the extra cupboards.

To note the address for the hall had been registered with Royal Mail and is Berryfield Village Hall, Telford Drive, Melksham, SN12 6GF.

c) To approve deed for Section 106 side agreement from Wiltshire Council if received – to seal and sign

To defer this item as the Deed had not been received as yet.

21/22 Community projects/partnership organisations

a) To note Wessex Water drop-in session for Beanacre residents re First Time Mains Drainage arranged for Tuesday 24 May 4pm to 7pm at St Barnabas Church & associated Temporary Traffic Regulation Order for new sewer construction and associated work

The Clerk reminded members that the parish council were holding a drop-in session with Wessex Water, with the opportunity for one-to-one sessions between residents and engineers at St Barnabas Church on Tuesday

24th May between 4pm and 7pm, Wiltshire Councillor Phil Alford had also been invited to attend.

b) To note next Melksham Area Board meeting Wednesday 22 June

The Clerk explained the next Area Board meeting was taking place on Wednesday, 22 June, which Members may wish to attend.

a) To note the National Highways M4 to Dorset Coast Connectivity Study latest information

Members noted the latest National Highways M4 to Dorset Coast Connectivity Study which had implications for the proposed A350 Melksham Bypass project.

b) Melksham Campus Newsletter – April 2022

Members noted the latest update on the Campus.

22/22 Meeting the Climate Friendly Objective:

a) To note NALC Legal Topic Note: Sustainable Energy & Electric Vehicle Charging

Members noted the NALC Legal Topic Note Paper: Sustainable Energy & Electric Vehicle Charging.

The Clerk explained she had gone back to NALC stating the paper did not cover batteries and had therefore enquired about this, as well as ground source pumps and asked for legal definitions.

The Clerk also noted £5000 was coming from the Beanacre Battery Storage site as community benefit and it seemed fitting this be used to provide battery storage for community buildings.

Councillor Patacchiola noted within the topic paper it mentioned excess solar energy can be sold back to National Grid and because the Parish Council had the General Power of Competence would be able to do this and thereby buy energy at a lower rate and sell back.

b) To note the Wiltshire Council Briefing Note on Solar Together Wiltshire and consider for community buildings in the parish

Members noted the Wiltshire Council Briefing Note on Solar Together Wiltshire.

Councillor Baines explained he had noted in the CPRE Wiltshire Magazine, an article entitled Working Together for the Common Good, Nadder Community Energy talks which talked about battery installations and

thought it was worth flagging up, bearing in mind what the Parish Council had raised with using solar energy for village halls.

The Clerk noted community buildings in the parish could be registered at no obligation and free of charge, as well as the Parish Council itself register and sought a steer from Members if they were happy to submit all community buildings in the parish as well as the Council.

Resolved: To register all community buildings in the parish, as well as the parish council for the scheme.

Whilst not on the agenda, the Clerk explained it had already been agreed the Council change to a **.gov** website and email address, but upon registering were informed the council would have to have **-pc** or **parish council** within the addresses and sought a steer from Members which they preferred.

Members agreed the '@melkshamwithout-pc.gov.uk' email and website address.

Meeting finished at 10.00pm

Signed
By the Chair, Full Council, 20 June 2022

Date: 06/05/2022

Melksham without Parish Council Current Year

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Time: 16:17

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,027,356.91					1,027,356.91	
Banked: 05/04/2022		30.00						
V2707-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 5a rent
Banked: 11/04/2022		9.93						
V2708-BACS	J Glover (British Girlguiding)	9.93			1130	110	9.93	Inv.279- Newsletter photocopy
Banked: 25/04/2022		117,844.53						
V2706-PREC	Wiltshire Council	117,844.53			1076	110	117,844.53	1st half of PRECEPT
Total Receipts for Month		117,884.46	0.00	0.00			117,884.46	
Cashbook Totals		1,145,241.37	0.00	0.00			1,145,241.37	

Continued on Page 152

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2022	Bowerhill Village Hall Trust	V2601-BACS	5,000.00			4620	170	5,000.00	Grant Award-22/23
01/04/2022	Bowerhill Village Hall Trust	V2601-BACS	-5,000.00			4620	170	-5,000.00	Grant Award 2022/23- ERROR
01/04/2022	Bowerhill Village Hall Trust	V2601-6054	5,000.00			4620	170	5,000.00	Grant Award CHQ 2022-23
01/04/2022	Shaw Village Hall	V2602-6055	7,000.00			4620	170	7,000.00	Grant Award CHQ 2022/23
01/04/2022	Berryfield Village Hall	V2603-6056	500.00			4620	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Whitley Reading Rooms	V2604-6057	1,700.00			4620	170	1,700.00	Grant Award CHQ 2022/23
01/04/2022	Bowerhill Residents Action Gro	V2605-6058	450.00			4610	170	450.00	Grant Award CHQ 2022/23
01/04/2022	BASRAG	V2606-6059	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	CAWS	V2607-6060	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	1st Bowerhill Scout Group	V2608-6061	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	4 Youth	V2609-6062	2,800.00			4610	170	2,800.00	Grant Award CHQ 2022/23
01/04/2022	2385 (Melksham) ATC	V2610-6063	350.00			4610	170	350.00	Grant Award CHQ 2022/23
01/04/2022	Group Five	V2611-BACS	400.00			4610	170	400.00	Grant Award CHQ 2022/23
01/04/2022	Melksham PHAB	V2612-6065	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Read Easy	V2613-6066	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Mind	V2614-6067	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Sight	V2615-6068	350.00			4610	170	350.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Air Ambulance	V2616-6069	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	HELP Counselling Services	V2617-6070	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Life Education Centres	V2618-6071	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Splitz Support Service	V2619-6072	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Money Advice	V2620-6073	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Age UK Wiltshire	V2621-6074	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Stepping Stones	V2622-6075	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Alzheimers Support	V2623-6076	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Food & River Festival	V2624-6077	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Age Friendly Melksham	V2625-6078	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Community Hub	V2626-6079	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	TransWilts CIC	V2627-6080	2,000.00			4610	170	2,000.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Free Dining	V2629-6082	100.00			4610	170	100.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Gardeners Society	V2630-6083	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Amateur Swimming Club	V2631-6084	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Friendship Club	V2632-6085	400.00			4610	170	400.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Garden Club	V2633-6086	150.00			4610	170	150.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Cricket Club	V2634-6087	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham WI	V2635-6088	100.00			4610	170	100.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Youth Canoe Club	V2636-6089	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Rugby Club	V2637-6090	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Tourist Info Centre	V2638-6091	600.00			4610	170	600.00	Grant Award CHQ 2022/23
01/04/2022	Grist Environmental	V2703-DD	123.44		20.58	4770	220	102.86	Inv.P60713- B'Hill Waste away
21/04/2022	Sirus Telecom	V2704-DD	245.86		40.98	4190	120	204.88	Inv.60003-Office phone calls
21/04/2022	Eon	V2705-DD	182.73		8.70	4302	220	174.03	Inv.0009- Pavilion electric

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Date: 06/05/2022

Melksham without Parish Council Current Year

Page: 153

Time: 16:17

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Total Payments for Month	28,902.03	0.00	70.26	28,831.77
Balance Carried Fwd	1,116,339.34			
Cashbook Totals	<u>1,145,241.37</u>	<u>0.00</u>	<u>70.26</u>	<u>1,145,171.11</u>

Receipts for Month 1

Nominal Ledger Analysis

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

Continued on Page 76

Date: 06/05/2022

Melksham without Parish Council Current Year

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Time: 16:17

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

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

Date: 06/05/2022

Melksham without Parish Council Current Year

Page: 131

Time: 16:17

Cashbook 2

User: MR

Unity Bank

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	359,517.43					359,517.43	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>359,517.43</u>	<u>0.00</u>	<u>0.00</u>			<u>359,517.43</u>	

Continued on Page 132

Date: 06/05/2022

Melksham without Parish Council Current Year

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Time: 16:17

Cashbook 2

User: MR

Unity Bank

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/04/2022	BTA Architects	V2672-BACS	480.00		80.00	4582	142	400.00	Inv.2137- Instal 3- upto 4.4.
07/04/2022	Rigg Construction	V2673-BACS	88,483.61		14,747.27	4582	142	73,736.34	Inv.049/22- Certificate 3- BYF
19/04/2022	Unity Trust Bank	V2674-DD	286.21		40.05	4150	120	24.99	Keyboard and mouse
						4150	120	9.87	A3 Paper
						4120	120	15.05	Full Council Agenda packs
						4250	120	6.00	Land registry search
						4120	120	15.41	Highways & Palnning agenda pac
						4055	130	85.00	Training seminar for Clerk
						4120	120	6.45	Notices and posters
						4175	120	68.40	Office 365 subscription
						4200	120	11.99	Meeting room subscription
						4140	120	3.00	Monthly fee
Total Payments for Month			89,249.82	0.00	14,867.32			74,382.50	
Balance Carried Fwd			270,267.61						
Cashbook Totals			359,517.43	0.00	14,867.32			344,650.11	

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 13 June 2022 at Melksham Rugby Club, Oakfields, Eastern Way, Melksham, SN12 7GU at 7.00pm

Present: Councillors Richard Wood (Committee Chair), Alan Baines (Committee Vice Chair), Terry Chivers, Mark Harris & Mary Pile

Officers: Teresa Strange, Clerk and Lorraine McRandle (Parish Officer)

In attendance: Wiltshire Councillor Nick Holder (Bowerhill) and one member of public

66/22 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting.

67/22 To receive Apologies and approval of reasons given

Apologies for absence were received from Councillor Glover and Councillor Pafford who were both on holiday.

Resolved: To approve the apologies for absence and the reasons given.

68/22 Declarations of Interest

a) To receive Declarations of Interest

There were no declarations of interest.

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

None received.

c) To note standing Dispensations relating to planning applications

To note the Parish Council have a dispensation lodged with Wiltshire Council dealing with Section 106 agreements relating to planning applications within the parish.

69/22 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 during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk explained she was aware Councillor Nick Holder might wish to update the Parish Council on his recent meeting with Taylor Wimpey

regarding their Pathfinder Way development and may want those discussions in closed session.

70/22 Public Participation

Councillor Holder explained planning application PL/2022/03317: 406C The Spa was in his Ward and having spoken to the Planning Officer, was happy with the proposal for a variation in condition, which would stop gravel from the driveway spilling out onto the pavement/highway.

Councillor Holder explained he was happy to update the Council on the Pathfinder Way development in public participation and not in closed session.

Councillor Holder stated that following his article in the Melksham News highlighting delays to the Pathfinder Place development with regard to the installation of public art, traffic lights and issues with the play area, he had contacted Taylor Wimpey direct, with a copy of the article and invited their Managing Director to attend a meeting which was accepted. A meeting subsequently took place last month, between the Regional Director from Bristol, Head of Customer Services, Head of Highway Installation at Taylor Wimpey and Councillor Glover with a forthright and productive meeting having taken place, with reassurances on the following timeline:

20 June: Installation of art installation depicting the history of Bowerhill.

24 June: Cabling to commission the 5 pedestrian crossings and street lights up to the Hunters Wood/The Acorns development (but not including it).

Both Councillor Holder and Glover had asked if Taylor Wimpey and Bloor Homes (Hunters Wood/The Acorns) could work closely together in getting the rest of the lighting installed.

11 July: Work to start on final crossing on A365 (near the play area).

18 July: All street lighting and pedestrian crossings working. (if timeline goes to plan)

With regard to the play area, it was understood the outstanding remedial works would hopefully be completed shortly and signed off by Wiltshire Council.

Councillor Wood thanked Councillor Holder for all his hard work in trying to get this matter resolved.

Councillor Holder stated following approaching both the National Chief Executive and Board Chairman of Taylor Wimpey they had contacted him to ask if he is happy with the outcome, to which he had responded to say he was and felt now there was a level of focus on trying to get the works

complete, which there had not been previously and hoped things would progress quickly. Officers at Wiltshire Council had also been brought up to speed following the meeting.

The Clerk explained Councillor Glover had taken a picture of the two bus shelters on Pathfinder Way, as they were already rusty and contacted Wiltshire Council, to which they had responded to say the shelters had not been adopted as yet and therefore they could not do anything, however, on contacting the local Highways Technician they had responded to say they were not happy with the condition of the shelters either and would be asking for these to be replaced.

Councillor Holder explained a management company for the Pathfinder Place development had been appointed and residents would be informed in due course and until maintenance of the site had been handed over to the maintenance company, Taylor Wimpey will continue to maintain the site with regards to grass cutting, bin emptying etc.

Councillor Holder explained to residents of the development who had contacted him that they may wish to form a residents' group, similar to other groups on new developments in Melksham, in order to liaise with the management company.

71/22 To consider the following Planning Applications:

[PL/2022/02675](#): Land Adjacent to 6 Guinea Cottage, Forest Road, Melksham. of a dwelling. Outline Application (All Matters Reserved) Applicant Richard Bourne

Comments: Members felt there was insufficient detail provided with the plans to make informed comments and therefore, sought more information from the Planning Officer, particularly on the agricultural enterprise associated with the application prior to making their comments.

[PL/2022/03317](#): 406C The Spa. Variation of condition 9 of 17/01107/OUT and 18/03329/REM to allow the driveway to be finished in gravel with tarmac apron to avoid spilled gravel. Applicant Jack Hallett

Comments: Members object to the proposals as they felt the one metre proposed tarmac strip would not be sufficient to stop gravel overspill onto the pavement/road, which is a well used walking/cycling route, particularly for students of Melksham Oak Secondary School. Members felt the original proposal for a porous block driveway was more appropriate.

72/22 Revised Plans To comment on any revised plans received within the

required timeframe (14 days)

None received.

73/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk explained several planning enforcement queries had been raised, but was awaiting a response.

Councillor Harris noted the retrospective planning application for fencing at 12 Tangmere Close, Bowerhill had been withdrawn and whether Planning Enforcement needed to be made aware.

Recommendation: For Planning Enforcement to be made aware the retrospective planning application for fencing at 12 Tangmere Close had been withdrawn in order to investigate if the current fencing needed to be removed.

74/22 Planning Appeal: APP/Y3940/W/21/3285428: Semington Road. To note outcome of appeal hearing (upheld) and consider next steps.

Members noted with disappointment that the planning appeal for 50 affordable houses on Semington Road to the rear of Townsend Farm had been upheld by the Planning Inspectorate and planning permission granted.

Councillor Wood sought clarification on what redress was available to the Parish Council.

The Clerk felt it was difficult to challenge an appeal decision, however, following discussions with Place Studio, the Neighbourhood Plan Consultants, they strongly urged the parish council to write to Wiltshire Council to ask going forward how they would view applications for speculative development in light of this judgement, particularly as the Planning Inspectorate had stated Melksham still had Paragraph 14 protection due to the Joint Neighbourhood Plan.

Councillor Baines asked if Wiltshire Council could also be asked how they would respond if the applicant came back in the future regarding the viability of their site, given the appeal was only approved due to the 100% affordable housing element and whether they would be able to defend refusal of an application for a market value housing development on this site with the usual 30% affordable housing element.

Recommendation: To write to Wiltshire Council expressing the Council's disappointment in the Planning Inspector's decision and to ask going forward how they would view applications for speculative development in light of this judgement, particularly as the Planning Inspectorate had stated Melksham still had Paragraph 14 protection due to the Joint Neighbourhood Plan. To also ask how they would respond if the applicant came back in the future regarding the viability of their site, given the appeal was only approved due to the 100%

affordable housing element and whether they would be able to defend refusal of an application for a market value housing development on this site with the usual 30% affordable housing element.

75/22 Planning Policy

a) WALPA (Wiltshire Area Local Planning Alliance) Update

The Clerk provided an update on recent WALPA activities and explained they were aware of the outcome of the recent planning appeal.

b) Neighbourhood Planning

i) To reflect on responses to planning applications for review of the Neighbourhood Plan

No recent responses to note.

ii) To note progress with Review (Update following Task Group surgeries)

The Clerk explained the task groups had met for the first time two weeks ago with further meetings taking place later in the week and thanked those parish council members who came forward and attended the meetings and noted there was no Council representative on the Design Codes Task Group.

It was noted Councillor Harris had volunteered in the last week to join the group.

The Clerk explained various elements of technical support from AECOM had been approved.

Recommendation: The Planning Committee ask that Councillor Harris join the Design Codes Task Group.

iii) To suggest presenter for update at Area Board meeting on 22nd June

The Clerk explained the Neighbourhood Plan Steering Group had a slot at the next Area Board meeting on 22 June in order to give an update on progress of the neighbourhood plan review and sought a steer on who should present at the meeting and explained Councillor Glover would not be available.

Recommendation: Councillor Pafford be asked to provide an update on the review of the Neighbourhood Plan at the Area Board meeting on 22 June, with Councillor Wood, as previous Chair of the Steering Group as a substitute if necessary.

c) Future Chippenham. To note High Court Judge deferred decision on Future Chippenham judicial review

Members noted following a High Court Hearing challenging the Future of Chippenham Programme on 26 May that the High Court Judge had deferred their decision for approximately 3 weeks.

76/22 S106 Agreements and Developer meetings: (Standing Item)

a) To note update on ongoing and new S106 Agreements

i) Hunters Wood/The Acorns: Update on Footpath to rear of Melksham Oak School, Community Centre

The Clerk explained she was still awaiting an update regarding the footpath.

ii) Bowood View: To receive update on play area, bins, and management company

The Clerk explained there was no update following the recent site visit.

iii) Pathfinder Way: To receive update on Play Area, Street works, Public Art, School

Councillor Holder had provided an update earlier in the meeting.

b) To note any S106 decisions made under delegated powers

None to note.

c) Contact with developers

i) Land to rear of Blackmore Farm. To note response from Rights of Way Officer on suggested improvements as part of public consultation response

Members noted the response from the Rights of Way Officer to comments the Parish Council had made with regard to improvements to rights of way adjacent to the site as part of their submission to the public consultation for 650 homes on land to the rear of Blackmore Farm.

ii) Proposed Sewage Pumping Station at Beanacre: To consider fencing treatment

The Clerk explained at the recent drop in session at St Barnabas Church, Beanacre on Wessex Water's proposals to provide first time sewerage at Beanacre they had commented that they had purchased land on the corner of Westlands Lane for their pumping station and

proposed to erect a 1.8m palisade fence around the site and now was the opportunity for members to comment on the proposal prior to plans being submitted in the future.

Recommendation: To defer this item until the Full Council meeting in June.

Meeting closed at 7.30pm

Signed
by the Chair, Full Council, 20 June 2022

MINUTES of the Planning Committee of Melksham Without Parish Council held on Monday 23 May 2022 at Melksham Rugby Club, Oakfields, Eastern Way, Melksham, SN12 7GU at 7.00pm

Present: Councillors Richard Wood (Committee Chair), John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines (Committee Vice Chair), Terry Chivers, Mark Harris & Mary Pile

Officers: Teresa Strange, Clerk and Lorraine McRandle (Parish Officer)

In attendance: 10 Members of public

In attendance via Zoom: Wiltshire Councillor Nick Holder (Bowerhill) and one member of public

23/22 To Appoint a new Chair and Vice Chair of Planning

Councillor Glover nominated Councillor Wood as Chair, which was seconded by Councillor Pile.

Councillor Pile nominated Councillor Baines as Vice Chair, which was seconded by Councillor John Glover.

There were no further nominations, therefore, it was

Resolved: Councillor Wood and Councillor Baines be duly elected as Chair and Vice Chair of Planning respectively, for the ensuing year.

24/22 Welcome, Announcements & Housekeeping

Councillor Wood welcomed everyone to the meeting and explained to the members of public present the item regarding revised plans for up to 150 dwellings on land to the West of the A350 (Planning Application PL/2021/05391) would be moved further up the agenda.

The Clerk indicated the various exits in case of a fire.

25/22 To receive Apologies and approval of reasons given

It was noted all of the Planning Committee were present.

26/22 Declarations of Interest

a) To receive Declarations of Interest

There were no declarations of interest.

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

None received.

c) To note standing Dispensations relating to planning applications

To note the Parish Council have a dispensation lodged with Wiltshire Council dealing with Section 106 agreements relating to planning applications within the parish.

27/22 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 during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk informed the meeting there were no items to consider holding in closed session.

28/22 Public Participation

Councillor Holder explained two planning applications on the agenda were within his ward ie PL/2022/03162: Old Loves Farm, Bowerhill and PL/2022/03454: 280 Sandridge Lane and whilst he had no concerns, wished to hear what the parish council had to say on each application.

Several residents of Beanacre, including Burnt Cottages and Old Road were in attendance to voice their objections to the revised outline plans for up to 150 dwellings on Land West of the A350 (Beanacre Road) and North of Dunch Lane (Planning Application PL/2021/05391).

Residents objected to the plans for the following reasons:

- The revised plans appear not to address concerns previously raised with regard to the current lack of infrastructure, such as doctors and school places and the impact on the A350 and safety concerns accessing/exiting the site.
- There is no housing allocation for Beanacre in the current Local Plan or the Neighbourhood Plan.
- Melksham has already reached its housing allocation up to 2026.
- Highway concerns, such as increased traffic on the very busy A350, which suffers with congestion most times, it can often take 10 minutes to join the A350 from residences along Beanacre Road including Westlands

Lane and Old Road.

Concern of the proposals for a ghost island starting near Burnt Cottages, which could result in rear end shunts, if people turning into the new development are not aware of people wishing to turn into Burnt Cottages.

Concern at the length of time an emergency vehicle will take to access the site, if there has been an accident on the A350, given current experience of tailbacks as a result of an accident along the A350 between Melksham and Chippenham.

- Coalescence between Beanacre and Melksham, which is contrary to policies within the Core Strategy.
- Impact on Burnt Cottages, with the concentration of development around the cottages, which will create overlooking, as well as possible light pollution from vehicles into the rear of properties.
- Flood risk. The site is central to water dispersal during wet weather and often floods. There is a high water table in this area, often taking quite a while for water to disperse. If this site is built on, there is a concern water will be displaced and flood areas elsewhere in Beanacre.

Several properties in Beanacre have already experienced flooding. Therefore, there is a concern this development will increase the flood risk, particularly if some of the site is heightened, as suggested.

A drainage report mentions there is unlikely to be significant ground water flooding within the proposed development, which is a concern, given local knowledge of how often the site floods and often has standing water.

Drainage pipes/ditch for Burnt Cottages are within the site, which the applicant was not aware initially, therefore plans of the drainage for the cottages had been sent to the applicant, but to date whilst receipt of the information had been acknowledged, there has been no further contact. Therefore, residents of Burnt Cottages do not know if they will be incorporated into mains drainage within the new development or stay as they are at present with no mains drainage. Having looked at the plans it would appear the drainage pipes will be located under the proposed cycle path to the rear of Burnt Cottages.

- Proximity to the railway line, which is getting busier and has an open crossing to adjacent fields. It was noted Network Rail would be seeking a contribution of £150,000 towards stop lights on the crossing and therefore had removed their objection to proposals for the site. However, the crossing is unmanned, with a concern that residents, including unaccompanied children/teenagers from the development may be tempted to use the crossing to access the play area in Dunch Lane or

Shurnhold Fields as well as other facilities, creating an increased risk of an accident.

- Pedestrian safety, particularly for children walking along the footpath adjacent to the busy A350 to access facilities, such as the play area in Beanacre or into town. It is very difficult to walk along the footpath two abreast, particularly with a child in a buggy/pram and with a toddler, wheelchair users also find the footpath along the A350 difficult to negotiate.
- Impact on any archaeology on the site. Understand Roman/Saxon finds have been found not far from the site.

Following agreement from Members, Councillor Wood moved agenda item 8 regarding revised plans for planning application PL/2021/05391 further up the agenda, as members of the public were present.

29/22 Revised Plans To comment on any revised plans received within the required timeframe (14 days)

PL/2021/05391: Land to the west of the A350 (Beanacre Road) north of Dunch Lane. Outline planning application for up to 150 dwellings with formal and informal public open space, including areas of play, associated landscaping and vehicular and pedestrian accesses off the A350 (Beanacre Road). All matters reserved except for vehicular access. Applicants Charterhouse Strategic

Comments: The Parish Council **OBJECT** to this application due to the unsustainability of this site for the following reasons:

- The loss of 'green gap' between Beanacre and Melksham, creating coalescence between Beanacre and Melksham; contrary to the Wiltshire Core Strategy Policy 1.
- The site is outside the Settlement Boundary.
- Housing numbers for the Melksham Community Area up to 2026 have already been met; as per the Wiltshire Core Strategy and the Wiltshire Housing Site Allocations Plan.
- Melksham's Joint Neighbourhood Plan was 'made' by Wiltshire Council on 8 July 2021, therefore the lack of 5-year land supply as referred to by the applicant in their documentation as justification for approving this

application does not apply; as it holds full “NPPF Paragraph 14” protection.¹

- Whilst affordable housing is proposed it needs to be more scattered within the development, currently it is clustered in various locations throughout the site.
- If this application were approved a precedent could be set for further development to the East of the A350 opposite this site, which would also be unsustainable for the same reasons as this application.
- Lack of both primary and secondary school places. The nearest primary school is Shaw Primary School. It is understood the school is oversubscribed and unable to expand and other schools closest to the site are also full.

Whilst Melksham Oak (the only secondary school in Melksham) has been extended, it is understood, even with the extension, the school will be full by the 2023/24 academic year and potentially over-subscribed in following years.

Members noted the Education response to the original application stated both primary and secondary school provision at designated schools have no capacity.

- Accessibility and pedestrian safety. Lack of adequate footpaths along parts of Dunch Lane to walk to Shaw Primary School (if places were available). Also, a lack of adequate footpaths to both the South towards the town, but particularly to the North of the site along the A350 to Beanacre, to provide safe access to facilities, such as the parish council's play area and community field adjacent to St Barnabas Church.
- The reliance of residents on the private vehicle to access facilities, such as primary schools and Melksham Oak secondary school, the railway station, health services and major supermarkets to name a few.
- The Parish Council are disappointed there are no proposals for a play area on the site, given its size and

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

despite one being promised during pre app discussions by the developer. Children will have to access the play area at Beanacre or Dunch Lane.

- Access to the railway station from this site is difficult and would require negotiating a busy road infrastructure in order to access it.

Members noted there is no footpath on the Western side of the A350 towards town, once pedestrians get beyond Spencers Club, requiring pedestrians to cross the very busy A350 at this point over to the other side of the road to use the underpass to access the railway station.

- Road Safety/Impact on the Highway. Access to the site is via the very busy A350 which is a major trunk road to the South Coast. The Council are aware of several rear end shunts taking place in the vicinity of this site, due to vehicles stopping to enable vehicles to join traffic from side roads (including Westlands Lane and Dunch Lane).

Whilst it was noted traffic calming proposals were being considered on the A350 to enable safer egress/access to the site. Members raised concern for those wishing to turn right towards Melksham against traffic flow as they are aware of hold ups already from vehicles trying to access the A350 from side roads in the vicinity of this site, which can lead to frustration of drivers.

Concerns that Dunch Lane, which is predominantly single track in places, could be used by residents of the site to access the A365 to travel to Bath or Shaw Primary School. Members also had similar concerns with regard to Westlands Lane, which is also narrow in places.

- Proposals for the development include bus pull-in laybys, these are no longer the preferred option, as it is often difficult for vehicles to rejoin the flow of traffic. The preferred option is for vehicles to stop in a live traffic lane, to pick-up/drop off passengers.
- Bus services. Whilst it is noted there is the X34 service between Melksham/Chippenham & Frome, there is no evening or Sunday service.
- Noise impact on residents of the development. The site is between the busy A350 to the West and the railway

line to the East. It was noted all trains are required to sound their horns to warn people who may be using the farmers track or public Right of Way, which crosses the line in this area.

- Safety of pedestrian crossing the unmanned railway line via a public right of way. Even with suggested £150,000 of improvements with miniature stop lights, it will still be an open unmanned crossing with potential for children to use it unaccompanied. There are no footpaths on Dunch Lane and therefore people will be tempted to use this crossing.
- Impact on already overstretched GP services within the town, the Council are aware the NHS, in commenting on another application in Melksham Without in February 2021 had stated there is no capacity within the GP services in town.
- Lack of public open space in the built up area of the development.
- The impact on the ecology of the area, particularly the woodland to the North of the site. It is understood bats and Great Crested Newts have been spotted in the area.
- The impact on the heritage of Beanacre and the proximity to several listed buildings, such as Beanacre Old Manor (Grade I) and New Manor (Grade II).
- There is no mains drainage in Beanacre, Wessex Water are looking to installed mains drainage in Westlands Lane only at the present time; with full business plan sign off still in the pipeline.
- Impact this development will have on flooding. Some properties in Westlands Lane, Beanacre (A350 end) and other properties in Beanacre are lower than pavement level and often flood internally from water coming off nearby fields, despite attenuation/dew ponds. There is concern of the impact of the proposed development to these fields with attenuation to the north of the development.
- Surface water drainage. Whilst the applicant has taken on board concerns with regard to drainage not going Westwards towards South Brook, which often overflows,

causing flooding in Shurnhold. Members noted concerns of local residents in that currently this land serves as effective attenuation for run off and serves a purpose in at least reducing some of the flooding which can occur in Beanacre and therefore more work is required on drainage.

With regard to unsustainability of the site. Members raised a concern at a point made within the applicant's original Planning Statement. Point 1.3 states '...The site is also identified in the emerging joint Melksham Neighbourhood Plan (Site 10). This statement is misleading. Whilst SHELAA Sites were independently assessed by AECOM² as part of a site selection process for the Neighbourhood Plan, AECOM felt the site was not suitable for development and made the following comments:

'Land within the site boundary is classified as Grade 3a, and is therefore of good quality for agricultural uses. It is one of only a few sites considered classified as land comprising the 'best and most versatile' agricultural land.

From an ecological perspective, there is a green corridor connecting to deciduous woodland BAP priority habitat to the north of the site at Beanacre Manor, which is potentially suitable for bats and breeding birds.

There are a number of listed buildings to the north of the site associated with Beanacre Manor, although these are screened by deciduous woodland. Two further Grade II listed buildings are located next to the north western corner of the site.

Access to the site would likely be via the A350, which is currently heavily trafficked, and has the potential to lead to road safety issues. A high voltage power line crosses the site from west to east.

Recommendation

That the development of the site would comprise a significant extension to the northern part of Melksham. Given its location along the A350 (Beanacre Road), development would increase traffic and road safety issues on this busy corridor.

2

https://www.archivemelkshamneighbourhoodplan.co.uk/files/ugd/fcc864_b435a855560b4dd9bcbdb12163fccd00.pdf

The ecological and agricultural constraints are particularly significant in the local context. Development of the site would increase traffic and road safety issues on the busy A350 corridor and ecological and agricultural land quality constraints are particularly significant in the local context.

Additional constraints include access issues and the high voltage power line passing through the site. As such it is considered that the site is not appropriate for taking forward for the purposes of the Neighbourhood Plan.'

Melksham Neighbourhood Plan

Attention is drawn to various policies within the Melksham Neighbourhood Plan which was "made" by Wiltshire Council on 8 July 2021:

'Policy 3: Flood Risk and Natural Flood Management

All new development must include appropriate measures to align modern drainage systems with natural water processes to mitigate any flood risk. Development proposals will be supported where they:

- i. are located where the risk of flooding (from all sources) is lowest;
- ii. demonstrate how surface water and associated run-off can be drawn into the ground in a sustainable way for surface treatments in residential, commercial and public parking areas;
- iii. demonstrate, where applicable, that existing land drainage and ditches are safeguarded to ensure that any sustainable surface water outfalls are not lost;
- iv. utilise re-use of rainwater wherever possible but where discharged, should be done as high up the drainage hierarchy as possible by aligning modern drainage systems with natural water processes;
- v. demonstrate efficient water usage of no more than 110 litres per person per day for new residential development and all new non-residential development of 1000 square metres gross floor area or more should meet the BREEAM 'excellent' standards for water consumption.

All major development proposals must include provision of Sustainable Drainage Systems (SuDS) as part of the Natural Flood Management approach and wider Green Infrastructure network delivering multiple benefits, such as improving water quality and water quantity, recreation and biodiversity.

Major development proposals (full and outline) should also demonstrate that the SuDS comply with CIRIA Guidance, and demonstrate that an adequate area has been reserved for storage volumes without requiring inaccessible slopes.'

Policy 11: Sustainable Transport and active Travel:

'All developments must be planned in line with the Sustainable Transport Hierarchy. Applications for major development must demonstrate through an effective travel plan how sustainable transport modes in the Plan area are maximised and that safe and suitable access can be achieved for all people.

As a key element in our sustainable transport network, further improvements to the accessibility and quality of the links between the wider town and Melksham Railway Station will be strongly supported. Improvements to the quality of the public realm around the station, will also be strongly supported.'

Attention is also drawn to proposals to amend various aspects of the National Planning Policy Framework (NPPF) including Chapter 14: Meeting the Challenge of Climate Change, flooding and coastal Proposed Change currently under consultation

<https://www.gov.uk/government/consultations/national-planning-policy-framework-and-national-model-design-code-consultation-proposals/national-planning-policy-framework-and-national-model-design-code-consultation-proposals>

'New paragraphs 160 and 161 have been amended to clarify that the policy applies to all sources of flood risk.

New para 160c) has been amended to clarify that plans should manage any residual flood risk by using opportunities provided by new development and improvements in green and other infrastructure to reduce the causes and impacts of flooding (making as much use as possible of natural flood management techniques as part of an integrated approach to flood risk management).'

Whilst objecting to this application, if Wiltshire Council were minded to approve the application the Parish Council ask:

- For improvements to the pavement/footway in both the North and South direction along the Beanacre Road to provide better connectivity to facilities.
- Funding towards the community facilities at St Barnabas Church and adjoining land – the play area, the school room (the de facto community centre), and the community field.
- Provision is made for a connection to mains drainage, as Beanacre itself is not on mains drainage. NB: Wessex Water are currently looking at providing mains drainage in Westlands Lane and the parish council can provide further details on this.
- Access to the train station. In the response from Wiltshire Highways regarding this application it states funding is likely to be sought from this development towards the planned scheme of improvements at Melksham Train Station. Therefore, Members ask that this funding is used to provide a pedestrian link to the station off of Foundry Close.
- To ensure that school and NHS contribution requests are included (that Wiltshire Council and the NHS commit to this in the s106)
- Circular pedestrian routes are included around the site.
- The provision of a play area. The Parish Council to enter into negotiations over taking over management and ownership of any proposed LEAPs (Local Equipped Area of Play) (if situated within the parish boundary of this site which straddles both Town and Melksham Without parishes).
- Equipment be installed for teenagers.
- The provision of benches and bins where there are circular pedestrian routes and public open space.
- Shared spaces which are easily identifiable.

- There are practical art contributions and the Parish and Town Councils are involved in public art discussions.
- The development is tenant blind.
- Any bus shelters provided are suitable in providing Real Time Information (RTI) i.e., access to an electricity supply, WiFi connectivity and appropriate height.
- Contribution towards improved bus services, which serve the area. It was noted there is no X34 bus service after 6.00pm and no service on a Sunday.
- Speed limit within the site is 20mph and self-enforcing.
- The road layout is such that there are no dead ends in order that residents and refuse lorries do not need to reverse out of roads.
- Any proposed new trees are not planted on boundaries, but further into public open spaces.
- Where dwellings are proposed adjacent to existing dwellings the design is such, that the layout is garden to existing garden.

It was noted Councillor Alford (Melksham Without North & Shurnhold) had 'called in' this application for consideration at a Planning Committee Meeting of Wiltshire Council.

The Clerk invited members of the public to leave their details in order to be contacted if the application were to be considered at a Wiltshire Council Planning Committee in order they could be notified by the parish council; or in case of any further revised plans.

30/22 To consider the following Planning Applications:

[PL/2022/01951](#): Shaw Grange, Bath Road, Shaw. Alterations and Extensions to the Existing House

Comments: No objection.

[PL/2022/02615](#): Westlands Farm, Westlands Lane, Whitley. Variation of conditions 2 and 10 of 17/04116/FUL - To reflect the final design and to substitute the drainage strategy to reflect the optimum drainage solution.

Comments: No objection.

PL/2022/03162: Agricultural Buildings at Old Loves Farm, Bath Road, Bowerhill. Notification for Prior Approval under Class Q for the Proposed: Change of Use and Conversion of Existing Agricultural Buildings into Two Dwellinghouses, Garden and Associated Works.

It was noted in the Planning Decision for Prior Approval Under Class Q the conversion of one agricultural building (Dutch Barn) on this site to one dwelling (20/11314) in February 2021 prior approval was required and therefore the prior approval was refused for the following reasons:

‘The Dutch Barn agricultural building is not considered to be capable of conversion without significant building operation works being undertaken that go beyond what would be reasonably necessary to make the existing building function as a dwelling. The proposal would therefore be ‘building afresh’ and contrary to Paragraph Q (b) of Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) Order 2015; and the guidance set out in the National Planning Policy Guidance, and the works therefore do not constitute permitted development. Furthermore, the land within the red outline to become residential (C3) curtilage exceeds the allowance under Paragraph X of Schedule 2, Part 3 of the Town and Country Planning (General Permitted Development) Order 2015; as the land would be larger than the area occupied by the agricultural building.’

Councillor Harris explained he had read a report which highlighted an appeal with regard to a similar application elsewhere in the Country, with the application refused, as it was a new built and therefore felt the Council should refuse this application and recommend a full planning application.

Comments: After reading the Decision Notice and Officer Report regarding the previous application (20/11314) to convert one dwelling (Dutch Barn) via a PNCOU, the Parish Council feel these proposals should be subject of a full planning application. The Council also felt it would appear neither building are capable of conversion.

PL/2022/03454: 280 Sandridge Lane, Bromham. Erection of agricultural building to meet machinery and general storage needs.

Comments: No objection.

[PL/2022/03686](#): 68C Raynescroft, Shaw Hill, Shaw. Detached double garage with a room above.

Comments: Whilst not objecting to this application, seek a condition be imposed on any planning consent, that the room above the garage is 'tied' to the house and cannot be converted into a separate dwelling.

31/22 Planning Enforcement: To note any new planning enforcement queries raised and updates on previous enforcement queries.

The Clerk explained unfortunately the Enforcement Officer had been off sick and had apologized for the delay in responding to several enforcement queries the Council had, but would update the Council as soon as possible following investigations.

32/22 Planning Appeal: APP/Y3940/W/21/3285428: Semington Road. To note outcome of appeal hearing (if received)

The Clerk explained that unfortunately there was still no update.

33/22 New Premises Licence Application: To consider a response to a new Premises Licence for The New Inn, Semington Road.

Recommendation: To inform Wiltshire Council's Licensing Team, the Parish Council had no objection to this application.

34/22 Planning Policy

a) To note changes and reforms in the Levelling Up and Regeneration Bill announced in the Queen's Speech <https://linktr.ee/lurbplanning>

Members noted changes and reforms in the Levelling Up and Regeneration Bill announced in the recent Queen's Speech.

b) WALPA (Wiltshire Area Local Planning Alliance) Update

The Clerk explained there was no update from WALPA since the last meeting.

c) Neighbourhood Planning

i) To reflect on responses to planning applications for review of the Neighbourhood Plan

There were no responses to planning applications to reflect on.

The Clerk reminded those present that the various task groups of the Neighbourhood Plan review were taking place this Wednesday at Melksham Rugby Club from 4.00pm.

Various public consultations were now live and asked Members to make people aware. The press release for this week's Melksham News issue was shared.

- d) Western Area Planning Committee. To consider sending a representative to attend a future Western Area Planning Committee at which planning application 21/09742: Extension to 404B The Spa may be considered following comments raised by Wiltshire Councillor Nick Holder at a recent Planning Committee Meeting**

Recommendation: Either Councillors Wood or Baines to represent the Parish Council at a Western Area Planning Committee, if necessary.

35/22 S106 Agreements and Developer meetings: (Standing Item)

- a) To note update on ongoing and new S106 Agreements**

- i) Hunters Wood/The Acorns: Update on Footpath to rear of Melksham Oak School, Community Centre.**

Members had within their papers an email from the Clerk to Wiltshire Council seeking an update on the path to the rear of The Oak.

The Clerk explained since the issuing of the agenda an update had been received, which unfortunately was not available for circulation at the meeting and agreed to forward this to Members the following day for information.

- ii) Bowood View: To receive update on play area, bins, and management company**

The Clerk explained Wiltshire Councillor Jonathon Seed, following the Annual Council meeting the previous week at which he had sought an update on the play area, had been in touch with Wiltshire Council seeking assurances there would be no delays in the play area being transferred to the parish council in order it can be open to the public.

- iii) Pathfinder Way: To receive update on Play Area, Street works, Public Art, School**

The Clerk explained the pressure was being kept up on Taylor Wimpey to complete outstanding works and a meeting had been arranged between Wiltshire Councillor Holder and the CEO of Taylor Wimpey at 11.30am this Thursday and asked if a Councillor could also attend the meeting.

Councillor Glover agreed to attend the meeting.

b) To note any S106 decisions made under delegated powers

None to note.

c) Contact with developers

None to note.

Meeting closed at 8.09pm

Signed
Chair, Full Council, 20 June 2022

The Rt Hon Michael Gove
Secretary of State for Levelling Up, Housing and Communities
House of Commons
London SW1A 0AA
michael.gove.mp@parliament.uk

APP/Y3940/W/21/3285428 Wiltshire County Council

Dear Hon Michael Gove,

This is the first statement on your government site about a Neighbourhood Plan of which I feel certain you must be aware.

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead.

I am therefore mystified and extremely disappointed that this hasn't been the case for the above appeal for the Planning application APP/Y3940/W/21/3285428. This site has been considered 4 times in the last 15 years and each time Wiltshire County Council have raised objections as have members of the local community and consequently it has been refused.

Your Inspector's comments agreed that by allowing this Appeal it conflicted with 5 of Wiltshire County Council's agreed Core Planning Policies as well as 3 Joint Melksham Neighbourhood Plan policies, but he deemed this development not to be harmful.

As this area is outside the town boundary and is green belt this is against what our Neighbour Plan had considered. You told MPs on 8 November 2012 'I am very keen, working with Homes England and local government, to get a brownfield first policy that really works, and to provide people with the sort of housing that is welcomed and needed ... and, I hope, affordable in urban settings that we need to concentrate on'. So, in the light of your statement surely this greenfield area should be protected.

It is Grade 2 arable field and is defined as 'best and most versatile'. So valuable farmland growing rape at present and in the past has been used to grow wheat and other cereals. Surely, at the current time with a crisis in the world food supply in both oils and wheat we should not be using suitable farmland for housing. Your Inspector felt that as only half of this farmland was going to be used for housing it would have little impact but referring to previous refused planning applications for this site it is the intention of the developers to build on all of this farmland.

As Secretary of State for Housing perhaps you can explain what the true purpose is of a Neighbourhood plan because we as a community voted to accept Melksham's Neighbourhood Plan and it required vast resources both in time and taxpayers' money which we feel have been a total waste as it has . As a community we had been led to believe that the Neighbourhood Plan would be a legally binding document and in this case some of its policies has been over ridden and so is extremely soul destroying to all those involved.

Your sincerely

C.c Michelle Donelan MP



Priority for People: Melksham 2022-2036

ACTION PLAN : A SUSTAINABLE
APPROACH TO MOBILITY FOR ALL.

Safe and healthy schools • Liveable residential areas within a well-structured street network • Strengthening cycling as a daily mode of transport • Strengthening walking • Parking management for a vibrant town centre • Public space activation • Attractive places for working and living • Attractive public transport • Tailored car and ride-sharing • Sustainable freight and logistics

The challenge

- MTC is responding to the critical need for a sustainable zero-carbon future with a detailed programme of actions and ambitions focused through the Environment & Climate Working Group (ECWG). Many of them are linked to mobility's role in fostering good health, well-being and inclusion for all. The Joint Neighbourhood Plan Steering Group is also addressing climate change and the town centre. There is no shortage of determination to effect change.

BUT the town faces:

- a car-oriented community with low availability / usage of public transport.
- inadequate infrastructure for walking and cycling.
- severely limited legal powers and capabilities to lead change.
- limited resources to make change happen.

What is the way forward?

The opportunity ...

- There's no shortage of ideas for change and improvement across Melksham. **PRIORITY FOR PEOPLE** has opened the door to a wide range of views – based on last year's public engagement as well as input from attendees at two workshops held in the past six months. Many of those ideas for mobility have been added to the list of MTC's Climate Action Projects. Consultations for the Neighbourhood Plan and the A350 bypass generated hundreds more ideas.
- The opportunity is to coordinate ideas and actions between sectors (transport, land use, environment, economic development, social policy, health, safety, energy, etc) and to drive change for immediate and longer-term results.
- There is a blueprint for initiatives of this kind, in use in towns and cities in the UK and across Europe. A **SUSTAINABLE MOBILITY PLAN (SMP)** is founded on fact-based decision-making guided by a long-term vision for sustainable mobility. It requires assessment of the current situation and future trends, a common vision with strategic objectives, and an integrated set of regulatory, promotional, financial, technical and infrastructural measures.
- A Melksham SMP would enable coordination of the policies and services of many stakeholders – informed and willing public input, within and across different administrative boundaries – together with transport and urban planners, local and regional policy makers, urban and interurban public transport providers.

... the opportunity ...

- This sounds complex and admin heavy, but it isn't. It's simply a way of pulling together ideas, capabilities and opportunities, enabling improvements in both structures and cooperation horizontally and vertically. It would help the town generate a **multi-level and multi-stakeholder dialogue** on how to develop the mobility system in the area, resulting in measures coordinated, rather than left lingering in the existing framework of silos.
- A Melksham SMP would enable the preparation of projects integrated within sound strategic frameworks. This can help get better access to funding: (a) it helps to have projects in the pipeline to enable speedy reaction once funding opportunities arise, (b) it helps planners demonstrate the impact of individual measures on key performance indicators, making funding proposals more attractive, and (c) it offers a competitive advantage especially when applying for central government, regional or NGO grant funding.
- In contrast to traditional planning approaches, a Melksham SMP would **emphasise involvement and cooperation** across different levels of MTC, MWPC & Wiltshire Council, with the Neighbourhood Plan Steering Group and with formal and informal local groups, individuals and businesses.

... the opportunity ...

- **MTC's role is enablement, encouragement and recognition.** The proposal is for MTC to provide the strategic direction and the leadership. To set the ball rolling through existing groups, organisations and individuals, providing guidance and encouragement as needed. Some seed funding may be needed, or assistance with applications for funding from the Area Board, other grant-giving bodies etc.
- A Melksham SMP would aim to improve access to services (shops, school, health, culture ...) and jobs – to provide better opportunities to move around without a car, to make life easier for almost everyone, even those who have a car.
- This is particularly important for those without motorised transport – including older people, young adults, children, low-income households and those who cannot drive due to health reasons. Any family will benefit if their children can walk, cycle or take the bus to school. Many children like to be independent, and their parents avoid being the “taxi service”, driving them to every single hobby and activity.
- But critically, it is **not for MTC to manage and run initiatives that evolve. It's a task to be shared** across the wider community, and across generations.

... the opportunity

- A Melksham SMP would provide a valuable vehicle to structure the process and improve cooperation both horizontally and vertically. It would help generate a multi-level and multi-stakeholder dialogue on how to develop the mobility system in the area, leading to greater coordination, leading to delivery of results.
- A Melksham SMP would save time and make it more likely that results can be achieved.
- For example, by avoiding having to look into the likely usefulness of measures whenever they (re)appear in the local political debate. **Having the “why”, “what” and “when” clearly set out and agreed as part of the strategic plan, bodies such as Wiltshire Council or public transport providers can switch focus to the *implementation* of measures.**

Sustainable Mobility Planning principles

- Plan for sustainable mobility in the ‘functional urban area’.
- Co-operate across institutional boundaries.
- Involve citizens and stakeholders.
- Assess current and future performance.
- Define a long-term vision & a clear implementation plan.
- Develop all transport modes in an integrated manner.
- Arrange for monitoring and evaluation.
- Assure quality.



Turning themes into action

PRIORITY FOR PEOPLE

- Climate change
- Highways to byways
- Active travel solutions
- Inclusion & accessibility
- Public transport
- Town centre
- Network connectivity
- Cars & trucks



SUSTAINABLE MOBILITY PLAN (SMP)

- Safe & healthy schools
- Strengthening cycling as daily transport
- Strengthening walking
- Parking for a vibrant town
- Public space activities
- Attractive places to live and work
- Attractive public transport
- Tailored car and ride-sharing
- Sustainable freight & logistics, etc

For example ... ‘safe & healthy schools’

Focus on **safer routes to schools as a showcase for sustainable mobility** in general.

- Reduce speed limits? Traffic calming measures?
- Identify / create a basic, coherent, safe, comfortable & attractive cycle network quickly & inexpensively.
- Ensure secure, high-quality cycle parking at schools.
- Involve students in avoiding dangerous, annoying, scary routes to school when walking / cycling.
- Provide school route maps for students & parents.
- Encourage ‘walking buses’ or ‘school cycling trains’.
- Encourage cycle training at primary schools.
- Introduce ‘Park & Stride’ – cars park 500m / 1km from school and walk the distance – encourage mobility.
- Run campaigns, find students willing to act as ‘champions’.

For example ... ‘strengthening walking’

Focus on **walking to reduce polluting motor traffic + promote health & liveability benefits**. Closely related to safe school mobility, liveable residential areas, parking management & public space activation, but applies to other measures. Key aim: to provide conditions that make it pleasant and easy to walk.

- Start by exploring creation of a Melksham ‘Living Streets’ group (www.livingstreets.org.uk), referencing local groups in Bath, Bradford on Avon and Bristol.
- Create a network of pavements, mapped & publicised. Provide legible, clear signposting & on-site information – including direction & distance – to encourage journey planning and exploration on foot.
- Map existing road crossings and identify where new accessible crossings are needed. Explore (and campaign if needed) the use of zebra crossings without Belisha beacons (cost c. £1K instead of £30K).
- Launch a multi-year programme for clean, well-lit paths with greenery, trees etc that provide shade or rain protection. Ensure sufficient seating and toilets to make the town more accessible to older people and those with disabilities – creating meeting places for everyone.

For example ... ‘sustainable freight & logistics’

Focus on mitigating the impact in residential areas of the considerable increase in home deliveries from companies such as Amazon, DPD, food and meal providers.

- Start with a survey of the scale of deliveries in the town centre and selected residential areas covered by MTC and MWPC.
- Check availability of drop-off delivery points at supermarkets, post offices etc. If none, engage with potential providers to provide, and then work with them to publicise across the town. As far as possible, monitor usage.
- Scope opportunities for use of cargo bikes in Melksham. Liaise with current operator in Bristol, Winchester & Southampton. Explore models in other UK / European cities. Prepare feasibility study, including public reaction to introduction of a cargo bike service for last mile deliveries, linked to delivery hubs for use by Amazon, DPD etc...

For example ... ‘irresistible’ public transport

Core issue: attractive, affordable and effective public transport is fundamental to a sustainable mobility plan.

- Work with Melksham Transport User Group to identify immediate, short-term and longer-term elements based on the existing public transport framework of private provision and Government/WC subsidy.
- Form a working group to explore and develop an ambitious long-term strategy, including innovative ideas outside of the mainstream but within the experience of other broadly comparable communities. Group to include Councils (local and unitary), existing community groups, existing public transport providers, key local employers, schools.
- Keywords in the search: sustainable, integrated, affordable, timely, practical, attractive.
- Include potential for Melksham to be a pioneer in the UK / West of England with transport on-demand and other schemes focused on matching demand with technology. Include smart city and rural schemes that could be scaled to suit the Melksham area (e.g. Swaffham Flexibus+ service in Norfolk).

How do we make it happen? The process ...

- MTC approval required to initiate the process. MTC to provide leadership.
- Set up working structure to bring key stakeholders on board and allow for effective cooperation within the 'functional urban area', including roles of MWPC and other neighbouring Parish Councils.
- Identify a first set of 'low-hanging fruit' as a 'taster' for medium and longer term objectives and targets. Many of these initial ideas will be nil/low-cost based on community engagement and support.
- Propose, consult and agree on a shared vision, objectives and targets, to set the strategic direction. Set out how proposals can be implemented, including responsibilities and financing (including LHFIG, other WC options, SWLEP, central Government & other sources including grants & businesses).
- Adopt the Sustainable Mobility Plan across Melksham and surrounding area.
- Coordination and regular monitoring ensure efficient implementation.
- Systematic evaluation provides the basis for the next planning cycle.

... and first steps timeline

- Townswork to continue its role in pulling the proposal together, reporting to the Town Clerk and the MTC Economic Development & Planning Committee.

MELKSHAM SUSTAINABLE MOBILITY PLAN												
ACTIONS	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
MTC approval / liaison with MWPC and Area Board PCs	■	■										
Working structure agreed with MTC and PCs, inc management & advisory groups of citizens		■	■									
First examples of low hanging fruit proposed - e.g. for schools, walking		■	■	■								
Shared vision, objectives, targets, responsibilities and financing proposed & agreed			■	■	■							
SMP launched and publicised across Melksham, including timetable for action plans					■							
Low hanging fruit further implemented, with first results publicised					■	■						
Coordination and regular monitoring, including monthly reports to MTC ED&P						■	■	■	■	■	■	■
Action plans rolled out as agreed with MTC, management and advisory groups						■	■	■	■	■	■	■

Conclusion ...

Under the branding **PRIORITY FOR PEOPLE: MELKSHAM 2022-2036**, this proposal is for a programme that will enable the town and the wider Melksham community to harness a wide range of skills, talents, public and private initiatives designed to deliver sustainable mobility solutions for people and businesses over the next 15 years. The scale is ambitious because it reflects the need.

- People increasingly understand that the current way of moving around, of handling mobility, is damaging to physical and mental health – and has to change radically in the face of the climate emergency.
- Technology is enabling change at an unprecedented speed, cutting financial and opportunity costs.
- There is widespread understanding that yesterday's thinking and way of working is no longer enough.
- As a result, communities worldwide are enabling themselves and proving a readiness to pursue radical new ways of thinking.

This proposal can deliver for the benefit of everyone, while placing Melksham as a leader in the region.



Priority for People: Melksham 2022-2036

ACTION PLAN : A SUSTAINABLE
APPROACH TO MOBILITY FOR ALL.

Gerald Milward-Oliver | Townswork | gerald@townswork.co.uk | 07802 335969 | © 2022

Teresa Strange

From: Patsy Clover <Patsy.Clover@melksham-tc.gov.uk>
Sent: 10 June 2022 12:40
To: Teresa Strange; Graham Ellis
Cc: Saffron Rabey; Linda Roberts
Subject: RE: Town Centre Master Plan

Hello Teresa

Sorry – I think that I should have explained myself a bit better – when I said, ‘this project’, I meant Priority for People. This was the resolution made at our EcDev meeting on 9 May:

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and UNANIMOUSLY RESOLVED to ask the Town Clerk to write to MWPC, briefing them on work undertaken to date, confirming the Town Council were now considering to move to the next stage of the project, and inviting MWPC to become partners in the Priority for People project, taking the project forward on the same financial basis as the Neighbourhood Plan: MTC contributing 70% of the costs and MWPC contributing 30%.

Regrettably, I haven’t been involved in the Town Centre Master Planning project. Christine and I aren’t aware of any informal meetings since 26 May – hopefully, Saffi will be able to update you?

Kind regards
Patsy



Melksham
Town Council

Patsy Clover
Deputy Town Clerk

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From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 10 June 2022 12:20
To: Patsy Clover <Patsy.Clover@melksham-tc.gov.uk>; Graham Ellis <graham.ellis@melksham-tc.gov.uk>
Cc: Saffron Rabey <saffi.rabey@melksham-tc.gov.uk>; Linda Roberts <linda.roberts@melksham-tc.gov.uk>
Subject: RE: Town Centre Master Plan

Hi Patsy

No, Linda has mentioned that Gerald wanted to meet with us both, but not more than that and I got the impression that was related to Priority for People, not the Town Centre Master Plan.
Our understanding is that Priority for People is a transportation project, not a land use project, and so not related to the NHP (this is Vaughan's understanding too).
The town centre masterplan is an agreed topic for NHP#2, and the NHP already has an agreed joint cost sharing arrangement in place between MTC and MWPC.
The next MWPC full council meeting is Monday 20th June so we will be publishing the agenda on Monday/Tuesday, so if there is a question to come to the parish council could we have it asap please to add to that agenda.
Many thanks, Teresa

From: Patsy Clover <Patsy.Clover@melksham-tc.gov.uk>
Sent: 10 June 2022 12:09
To: Teresa Strange <clerk@melkshamwithout.co.uk>; Graham Ellis <graham.ellis@melksham-tc.gov.uk>
Cc: Saffron Rabey <saffi.rabey@melksham-tc.gov.uk>; Linda Roberts <linda.roberts@melksham-tc.gov.uk>
Subject: RE: Town Centre Master Plan

Hello Teresa

At MTC's EcDev meeting on Monday, the councillors decided to defer discussion re the Town Centre Masterplan and Gerald's proposed scope of works until they had received confirmation from Linda that MWPC had agreed that future costs for this project would be shared jointly between MTC and MWPC. I'm assuming that Linda had contacted you re this beforehand?

Kind regards
Patsy



Patsy Clover
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From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 10 June 2022 11:54
To: Patsy Clover <Patsy.Clover@melksham-tc.gov.uk>; Graham Ellis <graham.ellis@melksham-tc.gov.uk>
Cc: Saffron Rabey <saffi.rabey@melksham-tc.gov.uk>; Linda Roberts <linda.roberts@melksham-tc.gov.uk>
Subject: Town Centre Master Plan

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 6th June 2022 at Melksham Rugby Club, Oakfields, Eastern Way, Melksham at 7.00 p.m.

Present: Councillor Alan Baines, Councillor Terry Chivers, Councillor Shona Holt, Rob Hoyle and Robert Shea Simonds.

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

52/22 Welcome, Housekeeping and Apologies

In the absence of the outgoing Chair of this committee the Clerk welcomed everyone to the meeting. She explained the fire evacuation procedure in the event of a fire.

Apologies were received from Councillors Glover and Pafford who were on holiday. Councillor Russell had also tendered his apologies due to illness, these reasons for absence were accepted.

The Clerk explained that Councillor Shea Simonds was not a member of this committee, however was attending as a substitute for Councillor Russell to ensure the meeting was quorate.

The Clerk invited nominations for the Chair of the Asset Management Committee for 2022/23

53/22 Chairman & Vice Chair of Asset Management Committee for 2022/23

a) To elect Chairman of Asset Management Committee for 2022/23

Councillor Baines proposed, seconded by Councillor Hoyle that Councillor Chivers be elected as Chair of the Asset Management Committee for 2022/23.

Councillor Chivers took to the Chair.

Resolved: The Council resolved that Councillor Chivers be Chair of the Asset Management Committee for 2022/23.

b) To elect Vice- Chairman of Asset Management Committee for 2022/23

Councillor Holt proposed, seconded by Councillor Chivers that Councillor Baines be Vice-Chair of the Asset Management Committee for 2022/23.

Resolved: The Council resolved that Councillor Baines be Vice Chair of the Asset Management Committee for 2022/23.

c) To note Committee Structure & Terms of Reference for Asset Management Committee

Members noted the committee structure and terms of reference.

54/22 To receive Declarations of Interest

The Clerk declared an interest in agenda item 13 as her husband was on the list of approved contractors and suppliers and she was a director of the company.

55/22 Public Participation

There were no members of the public present.

56/22 To note Minutes of previous meeting 28th February 2022

Members noted the minutes of the meeting held on Monday 28th February as background information.

57/22 Asset Register

a) To note Asset Register and value as at 31st March 2022

The Clerk explained to members that the asset value had substantially increased from £303,010 in 2020/21 to £591,426 in 2021/22, this was due to the work in progress value for the new Berryfield Village Hall as at 31st March being added onto the asset register. It was also explained that while officers were looking at the asset register, they noticed that the footpath installed at Hornchurch Road public open space had been omitted in error, therefore this had been added on.

Councillor Baines queried whether there was a way to distinguish between disposed items and their replacements, as it was currently difficult to see this on the asset register. He acknowledged that, although there was an indication as to whether an item was disposed of by seeing if there was an asset value, he felt that there needed to be a clearer way of seeing this detail. He wondered whether there could either be an additional column to indicate this or whether those items that had been disposed of could be marked out in a separate colour. He also felt that if an asset had been replaced with a new asset there should be a way of linking them together to easily identify which items the council had replaced. The Clerk suggested that maybe those items that had been disposed of could be greyed out on the asset register so that it was much easier to identify them.

Members also queried why there were some items highlighted on the asset register. It was confirmed that these were items that the council had purchased and had physically arrived, but had not yet been installed. Members felt that there needed to be a key on the asset register detailing this reason.

Councillor Baines also wished to raise that asset 56, the speed indicator device had been replaced. He explained as background information to members that this speed indicator device came from Wiltshire Council and was shared with both the town and parish council, however back in 2019 it was deemed broken beyond repair and should be shown as disposed. He queried why this was still showing as having a value as the parish council now had a replacement device which was solely used in the parish.

The Clerk explained that officers were unable to show this item as disposed of on the asset register, as the parish council had not received notification from the town council that it had been disposed of. She explained that she had chased for the status of the SID several times over the years, but had not received a response. It was felt that this needed to be chased back up again.

b) To consider Report on condition of Council assets, and recommend future action

The Clerk reported that the asset check for the office, allotments and parish had been carried out. It was explained that the assets had been grouped together in their locations so that it was easier for each item to be checked. The Clerk advised that each item was rated depending on their current condition as either, Good, Satisfactory or Poor with the following descriptions:

- Good - Unlikely to need attention in the next 5 years
- Satisfactory - May need attention in the next 2-3 years
- Poor - Needs attention in the next year

It was noted that all items were either identified as being in good or satisfactory condition with none rated as poor. The Clerk wished to highlight to members that the corner on the wooden bus shelter at Beanacre had broken off and resealed over, she suspects that it may have an asbestos roof, however there was no health and safety concerns to members of the public. Members felt that as there was no health and safety risk this bus shelter should be left alone.

The Clerk advised that the Allotment Warden had identified the water troughs as being in satisfactory condition which was due to them subsiding. The Clerk and Finance & Amenities Officer had visited the play areas and allotments as a general check and looked at these

specifically to see whether there was any work required. She explained that she could see slight subsidence to one end of three of the troughs, but it didn't appear to be causing any issues, such as water overflowing. The Clerk queried with member whether they felt that the water troughs needed addressing.

Councillor Chivers queried whether the Caretaker would be able to address this issue, however it was felt that he wouldn't be able to due to the fact that the water would need to be turned off and the troughs fully emptied to be able to lift up and adjust. Councillor Baines suggested that if the troughs do start overflowing then the ballcock could be adjusted to stop them from filling up as much, which would alleviate this issue should it arise.

It was suggested to leave this for now and look at again in the winter months when the water has been turned off.

Recommendation: The council leave the water troughs as they are for now and review their condition again in the winter months when the water has been turned off to identify whether any remedial work is required.

58/22 Play Area & Public Open Spaces

a) To review latest quarterly play area inspection report and consider any actions required

Members reviewed the latest quarterly play area report, it was noted that there was nothing rated as high risk. Councillor Baines highlighted that a lot of things specified on the report were missing bolts and fixings, he queried whether this report would be given to the Caretaker to action. The Clerk confirmed that a copy of this report had already been given to the Caretaker to action the necessary.

The Clerk wished to draw members attention to the fact that the timings of the self-closing gates seemed to be identified a lot on the quarterly reports. She advised that she had provided members with, as a late paper, guidance from ROSPA on self-closing gates and their recommendation on timings of how fast a gate should close.

The guidance states that they 'should ideally not close quicker than 5 seconds to make wheelchair access easier and also to prevent striking the back of a child while walking through'. The Clerk explained that the Caretaker had been round to each play area to time the gates and they appear to be closing too fast, for example at Berryfield Play Area the gate was timed as closing in 3.24 seconds. The Caretaker had advised the Clerk that this particular gate does not have any adjustment on it other than using WD-40 to change the speed, as it doesn't have a mechanism to be able to manually adjust. It was also noted that the gates at all of the other play areas also had similar timings. To his frustration the Caretaker

had also explained to the Clerk that on gates that could be adjusted, he was still unable to get them to the correct timings as the adjustments were either too slow or too fast.

The Clerk queried with members what they wished to do, bearing in mind that if the Caretaker adjusted the gates, they would either be too fast or too slow. Members felt that it would be much better if the gate was slightly slower to enable people to be able to get in and out without it hitting back onto them. It was noted that there was of course a risk of dogs getting into the play area, however it was acknowledged that dogs should be on a lead and children should not be unattended at the play areas. Members wished to stress that the gates still needed to close and not be left ajar to minimize the risk of a dog being able to get in.

Members agreed that it was very important to ensure that the gates were fit for purpose and were safe for all users.

Councillor Baines highlighted that ROSPA inspected all of the parish owned and maintained play areas on an annual basis and queried whether they had picked anything up on their last inspection. The Clerk confirmed that nothing had been picked up regarding the gates on the last inspection which was undertaken in September last year. Members felt that as the next annual ROSPA inspection was due in September, the gates should be left until the report had been received to determine whether they had identified any issues with the gates. This should then be looked at again after those reports had been received to see if any action was required.

Recommendation: The council leave all of the play area gates for the time being and await the outcome of the ROSPA inspection in September to determine whether there is any required action.

b) To note that post on pedestrian gate at the entrance to Beanacre Play Area has rotted away and approve quotation for its repair

The Clerk reported that the post on the pedestrian gate at the entrance to Beanacre Play Area had rotted away and the gate wasn't closing properly. She explained that this wasn't the self-closing gate into the play area, but was the gate from the layby on the A350. This gate would then enable people to walk down a pathway into the play area.

The Clerk explained that the concern was that although this wasn't the gate to the play area, if a child ran down the pathway and out of the pedestrian gate it would be straight onto the A350. A quote had been sought for the installation and supply of the gate posts, it was felt that if one of the posts had rotted away it was only a matter of time before the other one went the same way, so a quote to replace both posts had been sought.

A quote of £350 + VAT had been received from JH Jones to supply and install two new gate posts. This quote also included disposal of the existing posts.

Members felt that an alternative quote should be sought for these works.

Recommendation: Officers to obtain an alternative quote for repair of the pedestrian gate at Beanacre.

c) To consider whether the Caretaker should be visiting the BRAG picnic area and bridleway (as council assets installed)

The Clerk explained that at a previous meeting members felt that as BRAG picnic area and bridleway was in the parish of Seend and run by BRAG the Caretaker should no longer be inspecting each week. The Clerk advised that the benches installed in this area last year were donated by BRAG to the parish council which, therefore meant that they are council owned assets. She explained that while the Caretaker was undertaken the annual asset check he highlighted that he was no longer going down to this area regularly and queried whether these should be inspected on a more regular basis. The Clerk wondered whether a visit once a month would be more suitable.

Councillor Shea Simonds explained that members of BRAG attended this area all of the time and wondered whether they could be asked to report any issues back to the parish council.

It was queried whether the parish council insured these benches and if so, this may be a risk to the council if they are not adequately inspected on a regular basis. It was confirmed by the Clerk that these benches were insured by the parish council.

Members felt that as these benches were in fact now owned and insured by the parish council, it was their responsibility to ensure that they were regularly inspected, therefore the Caretaker should be asked to visit the BRAG picnic area and bridleway once per month. BRAG could also be asked to report back to the council if they have identified any issues with these assets when they visit the picnic area.

Recommendation: The council ask the Caretaker to visit the BRAG picnic area and bridle way on a monthly basis to check the parish council's assets.

d) To note price given (additional to grass cutting contract) from current contractors to cut the grass inside Whitworth Play Area once under the council's ownership

Councillor Baines reported that he was one of the members who inspected the Whitworth Play Area and was very disappointed in its condition. He explained that in its current condition he would not recommend that the parish council adopt this play area. He advised members of the layout of the play area, with one side being play equipment and the other side being a grassed area. It was noted that in an ideal world the parish council would have preferred the play area to just have safety surfacing with no grassed area, as this was much easier to manage. There were also additional maintenance costs which come with a play area with grass. This was the compromise with the grass on one side of the play area instead of having little pockets of grass between play equipment which can pose future issues.

Councillor Baines explained that unfortunately the grassed area was not up to an acceptable standard, due to the fact that grass seed had been planted over the rubble. As a result of this there was stone mixed in with the grass which was unsatisfactory and not acceptable. The area was also uneven which may make it difficult for a mower to cut the grass.

The Clerk explained that the reason she had obtained a price indication from the current contractors was in case the play area did become up to a suitable standard in the meantime, as this would be additional to the current grass cutting contract. It was noted that all of the other parish council play areas that have grass are cut 14 times per year. The quote received from JH Jones to cut the grass was £95 per cut, which totaled to £1,330 per year. It was advised that the council had budgeted £890 for this financial year. The Clerk explained that although the annual cost was over budget, it was anticipated at the time of budget setting that the council wouldn't be taking this play area on at the start of the financial year.

The Clerk explained that she was looking for an "in principle" decision from members so that as soon as the play area was ready to be taken on by the parish council, the grass cutting could be added to the contract.

Recommendation: The council agree the quote from JH Jones of £95 per cut to cut the grass inside of Whitworth Play Area once it was ready to be adopted by the parish council

e) To consider latest update on adoption of Whitworth (Bowood View) and Davey (Pathfinder Place) play areas

The Clerk explained that Councillor Glover and Wiltshire Councillor Nick Holder had attended a meeting on Thursday 26th May with the CEO of Taylor Wimpey to discuss issues around the Pathfinder Place housing estate. She explained that one of the items on the list for discussion was the Davey play area as there was remedial works required that were still outstanding. She reported that she was unable to attend the meeting herself, but had spoken to Councillor Holder who advised that the CEO was astounded that these works had not been completed. Another concern with regards to this play area was that no attempt had been made by Taylor Wimpey to lock it off, therefore children are playing in it. This was still under the ownership of Taylor Wimpey, but the parish council inspect their play areas once a week and it's understood that this is not currently being done by Taylor Wimpey for this play area.

The Clerk explained that herself and members of the council attended a site visit at both the Davey and Whitworth play areas with the S106 officer at Wiltshire Council.

With regards to the Davey Play Area at Pathfinder Place, there had been no progress forward from the previous visits as there was still work that needed to be undertaken, which had not been done despite the required works being sent to the site manager of Taylor Wimpey on several occasions. On a site visit with the site manager a few years ago there had been a concern that as there was an attenuation pond directly opposite the play area entrance gate there was a safety risk of children running out of the play area gate and into the pond. It had been agreed by Taylor Wimpey that they would erect a barrier on the edge of the adjacent pathway opposite the gate to minimise this risk. This was one of the items that was still outstanding.

The hope of members was that now the CEO of Taylor Wimpey had been made aware of these issues, the works required would be undertaken.

The Clerk explained that with regards to the Whitworth Play Area, there had been no progress and it was in a poor condition. It was explained that the council had made a request for the safety surfacing to be laid beyond the fence perimeter to prevent grass from growing into the play area. Unfortunately, this had not happened resulting in grass growing up into the play area. The safety surfacing laid is of poor quality as it appears that the surfacing has been laid in sections and there is already some evidence of joints separating. The edging to the side of the

pathway separating the play equipment and the grassed area is poor. As explained earlier in the meeting by Councillor Baines the grassed area is in a very poor state of repair and would need rectifying.

Members felt that the CEO of Bellway should be contacted to meet with the parish council.

Recommendation: The Council contact the CEO of Bellway to arrange a meeting to discuss the Whitworth Play Area.

f) To note new grass cutting regime now in place for Hornchurch Road Public Open Space

The Clerk explained that the parish council agreed this regime three years ago, however due to covid it was felt that this shouldn't go ahead as planned at the time. As covid restrictions have lifted the regime has now been put into place. She explained that some of the open space has been left fallow with mown paths through and there was going to be an area with improved aeration to the grass to enable activities to be undertaken.

The Clerk showed members the photo of the regime showing which areas were being left fallow for a wildflower area and which areas were being cut. The area on the side of the MUGA (Multi Use Games Area) was being left fallow as this was typically a wet area with mown paths going through to enable people to access the MUGA and play area. It was noted that the pathways were 2m wide so that there was enough room for people to walk around. The improved area was in the middle of the open space.

Members felt that the works on this area had been done very well.

59/22 Q&A Diamond Jubilee Sports Field & Pavilion (*known informally as Bowerhill Sports Field*):

a) To review football bookings for next season and consider new requests including holding a tournament during the season

The Finance & Amenities Officer explained that there were three adult teams booked to play at the sports field next season. There was also Future of Football who currently have a blanket booking each weekend for the hire of all the youth pitches. She explained that there had been a lot of interest from adult teams to hire pitches out at the sports field next season, but they have been turned away due to not having the capacity to accommodate.

It was noted that as per last season the Finance & Amenities Officer would contact the Chippenham & District League to see if they were

able to schedule fixtures as such that there is only one Sunday team at home per weekend. This is to ensure that the pitches can be suitably managed and maintained throughout season and do not become over used.

The Finance & Amenities Officer explained that following correspondence from Future of Football they wished for the same youth pitches as last season plus an 11 aside pitch. This was due to the fact that they were getting bigger and as the age groups move up, they need a bigger pitch. It was noted that the pitch layout this season only included two 11 asides due to the amount of youth pitches required.

There was a concern that due to only currently having two 11 aside pitches they could get over used and become unavailable to users if this request was approved. The Finance & Amenities Officer advised members that she had spoken to the contractors to see whether an additional 11 aside could be fitted in to accommodate this request. The only suitable option was to put an 11 aside around the two existing 9 asides, allowing Future of Football to use that pitch rather than the existing 11 asides.

Councillor Baines explained that members had to bear in mind that Future of Football were not their only user of the sports field and the council had an obligation to accommodate the other bookings. Members felt that the two existing 11 asides should not be committed to any further use other than the three adult teams booked due to concerns with pitches becoming unavailable, especially over the winter months. It was felt that if Future of Football wished for an 11 aside, they could have this as part of their current blanket booking on the proviso that the 11 aside pitch is marked around the two existing 9 asides. If they do wish to use one of the exiting 11 asides, they will have to book this out separately and pay an additional charge for this usage as per the current schedule of charges. Members felt that if this was the case the other three adult teams should take priority over Future of Football.

The Clerk explained to members that there did seem to be a few communication issues with Future of Football, with regards to their bookings. She explained that they seemed to turn up for training sessions that had not been booked prior, there have also been instances where activities have been advertised on their social media page without booking this with officers first. Members felt that Future of Football needed to be reminded of the council's procedure with regards to booking to avoid any unfortunate incidents with clashes with other hirers who may have booked.

The Clerk explained that there was some difficulty as the sports field was a public open space and there was a recent instance where Staverton had advertised on Facebook that they were undertaking a training session on the sports field. Officers had contacted Staverton to explain that there were other users using the sports field on that particular night. This was not an issue as the sports field was a big

space but as the season had ended a few weeks prior the goal posts had been taken away to give the goal mouths the best possible chance to recover in time for the new season. When Staverton arrived, they were expecting that the goal posts to still be up, however understood that as they hadn't booked, they couldn't expect this.

The Finance & Amenities Officer explained that Future of Football were due to have their summer tournament at the end of May, which was at the end of the season. As the date drew closer after chasing Future of Football of their requirements for the tournament, she was informed that it had been cancelled. Further correspondence from them has indicated that they are rescheduling the tournament for October, which would be in the middle of the football season. It was explained that should this event go ahead there would be a knock-on effect to the other hirers as it would need to be re-arranged with the league to ensure there was no home fixtures that weekend. This would then mean that further into the season they may have to schedule fixtures as such that there are three home games over one weekend mean that a pitch would be played on twice. There was also a concern that as per last time there was a lot of usage on the sports field and due to these pitches may become unplayable.

The Finance & Amenities Officer explained that when they had their tournament last year, they had it outside of the football season, therefore this booking didn't clash with other hirers. It was explained that Officers had since become aware that this festival had been published on social media.

Members felt that as this has not been booked and there are other bookings for October, the teams booked should be asked whether their home fixtures can be switches around that weekend. If fixtures are unable to be re-arranged, the council are unable to accommodate Future of Footballs tournament in October.

Recommendation: Officers to speak to the other hirers of the sports field to see whether their matches can be played away on the days of Future of Footballs tournament in October, if this cannot be done the Council will not be unable to accommodate their tournament.

b) To approve pitch layout for next season bearing in mind usage requirements and agree pitch resting period

Members discussed part of this item under 8a with regards to the pitch layout for next season. Taking into account the current bookings, it was felt that the pitch layout should be the same as previous with the addition of an 11 aside marked around the two 9 asides, should Future of Football agree with this way forward.

The Clerk explained that the season ended around a month ago and the goal posts were taken away soon after to give the goal areas the best possible chance to recover ready for the new season. It was explained

that officers have already had a request to book friendlies at the start of July. It was noted that in previous years teams had been allowed to book friendlies at the start of August at the earliest which has given them enough time to get ready for the new season which normally starts in September.

The Clerk explained that since this agenda had gone out correspondence had been received from the leagues that the season is due to start as early as the weekend of 13th August. Due to this it was queried when members wished for friendlies to be booked.

Members felt strongly that the pitches must have adequate time to rest and recover from last season, therefore, friendlies should not start until the first week of August. It was felt that this would still give teams enough time to schedule a few matches in to get ready for the new season.

Recommendation 1: The pitch layout to be the same as marked out for the 2021/22 football season with the addition of an 11 aside marked around the two 9 asides to accommodate Future of Footballs request.

Recommendation 2: If Future of Football wish to use one of the existing stand-alone 11 asides, instead of using the area around the two 9 asides this will need to be booked separately and charged at an additional rate. If Future of Football wish for this way forward they should be informed that the three adult bookings will take priority over them.

Recommendation 3: The Council do not schedule friendly matches until the first week of August, to ensure the pitches are adequately rested prior to the start of the new football season.

c) To approve replacement of damaged commemorative tree

The Clerk explained that the commemorative tree planted at Bowerhill Sports Field had unfortunately been snapped onto the ground last year during the unauthorised encampment. Officers were hoping that the tree would pick back up again, but unfortunately it hasn't so will need to be

replaced. The Clerk suggested that when the jubilee trees are planted at the sports field this one could be replaced.

20:19pm Councillor Chivers left the meeting.

Recommendation: To replace the damaged commemorative tree with one of the trees planted for the jubilee.

20:21pm Councillor Chivers returned to the meeting.

d) To consider options for overcoming installation issues with the Water Refill point

The Clerk explained that there had been some issues with the water refill installation. It was explained as background information to members that the council wished to purchase a drinking water point for the Bowerhill Sports Field and Shaw Village Hall. The idea was to apply to Wessex Water for some grant funding towards units for both of these sites, however, due to receiving information that there would shortly be a price increase on these units the parish council decided to purchase one refill point for the sports field and wait for the Wessex Water grant application process to open for the one at Shaw Village Hall. Unfortunately, it has now been discovered that the grant funding does not allow applications for funding towards water refill points anymore.

The Clerk explained that the water fountain was initially going to be situated between changing rooms 2 and 3, where there was an outside drain. Unfortunately, when the plumber came to install the water fountain, he discovered that he would have to drill through five fire walls and was unable to install at the specified location due to there being no way for him to safely access the roof area. Following discussions between officers and the plumber it was agreed to install the water fountain outside of the pump room, which was near where the mains water feed was. This was however a compromise due to the fact that there was no outside drain for excess water.

The Clerk explained that the plumber was unable to install the fountain as the particular model purchased required there to be an inside drain. She advised that officers had contacted the manufacturer on several occasions to see whether they could come up with some kind of solution/modification for the unit so that it was compatible with the building. The Finance & Amenities Officer had spoken to the supplier

this morning who was still trying to come up with a solution, the next stage was for someone to come out and assess the building.

Councillor Holt queried whether there may be an option to site it at another location. The Clerk explained that unfortunately, Shaw Village Hall has the same type of issues.

Recommendation: To defer this item until the council have heard back from the manufacturer.

60/22 Allotments

a) To receive report on waiting list

The Finance & Amenities officer gave a brief report on the allotment waiting list. Currently, there was one vacant plot on Briansfield, however there was currently eight people on the waiting list. She explained that the Allotment Warden was currently in the process of contacting the next person on the list to arrange a viewing.

It was advised that the Allotment Warden was currently undertaking the quarterly plot inspections and those tenants who were not tending to their plots would be written to.

Following the decision made at the last Asset Management meeting to not permit ponds at the allotments, the Finance & Amenities Officer updated members on the status of those plots who already had them without permission. She confirmed that all ponds had now been moved and all plot holders were written to informing them of this decision.

b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds

The Clerk has not approved any shed/ greenhouse request under her delegated power since the last meeting.

c) To consider request for greenhouse bigger than permitted size

The Clerk explained that there had been a request from the plot holder of 5a Berryfield for 6x8 greenhouse which was bigger than the permitted size. It was noted that the parish council had approved a similar request from a plot holder on Briansfield recently. As this was a greenhouse it was felt that this request should be approved.

It was noted that the Clerk's delegated powers only went up to a 6x6 greenhouse and Councillor Hoyle queried whether this should be increased to 6x8, so these such requests didn't have to wait for a council decision. Members agreed that the Clerk's delegated powers

should be increased to approve greenhouse requests up to a maximum 6x8.

Recommendation 1: The parish council approve the request for the plot holder of 5a on Berryfield to erect a 6x8 greenhouse on the plot.

Recommendation 2: The Council increase the Clerk's delegated powers to approve greenhouse requests up to a maximum of 6x8.

61/22 **Shaw Village Hall and Playing Field**

a) To note annual due diligence checks undertaken

The Clerk explained that as per the lease it is the responsibility of Shaw Management Committee to insure the village hall each year. It is the responsibility of the parish council, as owners of the building to ensure that adequate insurance has been taken out. The Clerk explained that as per the insurance schedule the building was insured for £623,529. The council had recently approved to undertake a building valuation for this building to ensure that the hall was insured at the correct value.

The valuation had recently been received at an estimate cost of £570,000. The estimated cost to reinstate the building plus additions for out buildings and car parks was £636,000. The Clerk explained that the village hall only had one shipping container, but the pre-school did have play equipment in the patio area. It was queried whether the pre-school insured this equipment. The Clerk advised that she wasn't sure if this was insured or not but officers would send this report to Shaw Management Committee and query whether the pre-school play equipment was insured.

The Clerk explained that with regards to other due diligence the village hall has held their AGM and have in place a secretary, chairman, treasurer and committee members.

Members were happy with the level of insurance in place for Shaw Village Hall.

b) To note new replacement noticeboard has arrived and approve disposal of existing noticeboard

The Clerk reported that the replacement noticeboard had arrived at the contractor's yard and would be installed in due course. The Clerk explained to members that the old wooden noticeboard would need to be disposed of and members would need to approve this.

Recommendation: The council approve the disposal of the noticeboard on the side of Shaw Village Hall (asset 158).

c) To review 10-year strategic Plan

The Clerk explained that the Shaw Village Hall Management Committee had produced a first draft of a 10-year strategic plan. She explained that it was not a viable option to demolish the village hall and rebuild as there was no funding for this, so the plan has been based around ideas on how to make the hall more energy efficient, greener, inclusive to all and wildlife friendly.

Councillor Baines highlighted that under section 11b it describes a vision of having a pond. Concerns were raised with regards to this due to the field being a public space and the water being a health and safety risk to members of the public.

The Clerk explained that there was a meeting on Tuesday 14th June where ideas were being discussed and members of the parish council could also attend to discuss ideas.

It was noted that some of the items included in this plan were things that could be applied for via a grant. The Clerk explained that there is some difficulty with this due to the length of the lease as it on runs to 2025. Councillor Holt suggested that the lease could be renewed early so that this would give the management committee scope to be able to apply for grants.

Members were pleased to see this draft was in place and that the management committee were developing a plan for the future.

Recommendation: The council renew the Shaw Village Hall lease early so that it gives the management committee scope to be able to go out and apply for grants. The Clerk to attend the strategic review meeting on Tuesday 14th June, to represent the parish council.

62/22 Office:

a) To consider list of equipment at the Pavilion and Swift Way for donation/relocation/disposal

Members were presented with a list of parish council equipment held either at the pavilion or Swift Way, that would either need donating, relocating or disposing. The Clerk had added columns in to indicate what each items potential use was as well as what actions were suggested. She explained that she took into consideration three principles when assessing each item. The first one was that the pavilion office will be returning back to a bookable space again, therefore they can't control who is let into this room, but is still an

alarmed area. The second was that the kit room could be used for authorised/ known people such as community groups picking up litter picking kit. As this room is not alarmed, it would give easier access to those groups without a staff member needing to attend the pavilion with them. Principle three is that the switch and boiler room is for known contractors only as it is an alarmed part of the building.

The Clerk wished to make members aware that there will be some possible remedial work required at the pavilion. It was noted that there will either need to be new signage on the office door or removal of the signage and made good. It was noted that this could be done at the same time as removing the noticeboard. There will also be a requirement to fill holes and maybe whitewash the old office space.

No works are required at the meeting space at 1 Swift Way.

Members were asked to consider this list and confirm that they were happy with the actions listed. The list compiled is as follows:

Item	Current Location	Use	Action
7 x Folding Tables	Gompels, Swift Way	<p>It was noted that these tables would no longer be used by the parish council once in the campus. The parish council had purchased these tables during covid to ensure adequate social distancing. At the time the parish council opted to purchase these tables instead of hiring them out as the idea was to donate them to the new Berryfield Village Hall once built.</p> <p>Once the office has moved out of the pavilion and returns back as a room to hirer out it will need some tables and chairs for football hirers and parties etc. It has been suggested that perhaps the parish council could contact the Berryfield Village Hall committee and ask them whether the tables and chairs from the old village hall could be</p>	<ol style="list-style-type: none"> 1. The parish council contact Berryfield Village Hall to ask them whether they would be happy for their tables and chairs to be relocated to the pavilion instead of the new village hall. 2. The tables that the parish council own to be transferred over to the new village hall in late August time. The council to formally transfer these over as an asset to the hall committee as a donation. The parish council could then purchase some

		<p>relocated to the pavilion. (Might need eventual replacement but will have established if there is a need at the pavilion by then).</p> <p>The parish council tables could be transferred over to the village hall. The parish council could then purchase some new tables for Berryfield Village Hall to match the ones transferred over and it would stop the need for the parish council to purchase more tables for the pavilion.</p>	<p>additional tables to match.</p>
Odd bits of kitchen kit, like storage jars	Gompels, Swift Way	Leave at Gompels as they were using as shared facilities and no rent was charged for the councils meeting use.	<ol style="list-style-type: none"> 1. Leave at Gompels
Large hanging council sign from Crown Chambers	Switch Room at Pavilion	None - unless for new building in future if or when no longer at Campus. Retained when moved from Crown Chambers, just in case!	<ol style="list-style-type: none"> 1. Continue to store in Switch Room until further notice as currently as inobtrusive and no charge for moving (not feasible to have on outside of Campus building and Pavilion roof line too low to install there)
Wheelchair (folding)	Kit Room at Pavilion	None – it was required as had stair lift at Crown Chambers and needed something for top of stairs as wheelchair/mobility scooter left at bottom. New facilities at Campus will have lift so no longer required.	<ol style="list-style-type: none"> 1. Donate to an organisation who can make better use of a wheelchair.
Sack Truck	Switch Room at Pavilion	Was purchased for moving meeting boxes into St Barnabas church from car park on a weekly basis. It may be useful for the office staff when they have to take heavy deliveries such as for boxes of A4 paper.	<ol style="list-style-type: none"> 1. Keep for office and move to the campus.
Storage units (doors not closing and/or not lockable)	Kit room at Pavilion and office	<p>Originally free from Wiltshire Council clear out of County Hall.</p> <p>Used for storage (archive) at present. Current materials will</p>	<ol style="list-style-type: none"> 1. Dispose – unless officers see a use for storing equipment like litter picking kit but see no value in relocating

		be reviewed and culled or transferred to new cupboards at Campus.	to Campus as not lockable, and not for keeping for archive paperwork at Pavilion for same reason.
2 x Blue open shelf racking	1 in kit room and 1 in office at Pavilion	Purchased 2 nd hand when moved into Pavilion for additional storage	1. Keep- in kit room at Pavilion for litter picking kit, Christmas tree – non valuable equipment that can accessed by public without officers as Kit Room not alarmed and more accessible (can drive car up to door).
A boards	Kit room at Pavilion	Used for signposting external meetings/events	1. Keep- in Kit Room at Pavilion for easy access (will be for use outside of Campus and so officers in car en route anyway)
Fan/Heaters	Kit room at Pavilion	Top up heating for when in Crown Chambers/Pavilion	1. Retain for time being- Shouldn't be needed in new offices at Campus. May be worth retaining in the Kit Room until sure they are not required (if not used then to dispose as cost for PAT testing)
Whiteboards	Office at Pavilion	For office use, but retain for those hiring facilities rather than relocate as cost involved for transporting and making good and redecorating walls compared with cost of buying new.	1. Retain in situ
TV screen	Office in Pavilion	For office use of monitoring CCTV which has been discussed in principle that will not be accessed all the time at the Campus (only on "as required" basis To be left at the pavilion or hirers to use as can be used for presentations etc at the Pavilion as a laptop can be connected to	1. Retain at Pavilion for hirers to monitor CCTV for their own security (and would cost money to make wall good). 2. To purchase a much larger TV screen for the Campus for

		the screen. The screen is also old and would cost more money to make wall good.	viewing planning applications etc.
Office and meeting furniture	Office in Pavilion and Gompels (wrapped and upstairs)	To be relocated to the Campus facilities. The large fabric desk divider was no longer used due to the parish council purchasing Perspex screens to make the office covid secure. The officers used the smaller desk dividers at the end of their desks to stop office stationery from falling.	<ol style="list-style-type: none"> 1. To relocate the large meeting table and chairs to the campus. 2. Relocate both the Perspex and fabric screens to the campus. Retain at the Pavilion the unused fabric screens for possible future use.
Shredder	Office in Pavilion	Currently in poor condition as continually jams. There is the facility as part of the Campus lease arrangements to have a secure confidential document disposal service (included in the price).	<ol style="list-style-type: none"> 1. Dispose
Photocopier	Office in Pavilion	Dependent on view of moving company. When we relocated from Crown Chambers, they didn't want to move the copier as specialist and so the copier company moved it. Need to understand from the removal company whether it was due to it being a copier (expensive kit) or whether it was due to the difficult stair access x 2. A meeting has been arranged for Wednesday 8 th June to discuss the moving requirements.	<ol style="list-style-type: none"> 1. Relocate (if part of move cost) but dispose if needs specialist move as costly. 2. If unable to move photocopier dispose and purchase a new one. Reserve for replacement copier in place and in budget for this year spend.
Chairman's Board	Office in Pavilion	Yes, for meeting room chamber	<ol style="list-style-type: none"> 1. Relocate to campus note pavilion wall will need to be made good.
Key box with keys for Pavilion	Office in Pavilion	Yes, useful to have on site – for contractors and if staff accessing not direct from office (if called out of hours for example)	<ol style="list-style-type: none"> 1. Move- 1 x key box and keys in Switch Room in Pavilion 2. Relocate- 1 x key box and keys in Office at Campus
O&M Manuals	Kit Room in Pavilion	Yes, useful to have on site – for contractors and if staff accessing not direct from office (if called out of hours for example).	<ol style="list-style-type: none"> 1. Keep at pavilion- 1 x hard copy files in Pavilion

		There is an electronic version of the O&M manuals on the shared drive so officers can access when at the Campus.	
Microwave, small desk top sized oven with hot plates, fridge, urn, toaster, crockery, cutlery	Kitchen at Pavilion	Leave in kitchen at Pavilion, some kit from Bowerhill Youth Club old kitchen, some provided as part of building spec by Herman Miller, some purchased by council	<ol style="list-style-type: none"> 1. Leave urn at the Pavilion and buy new for Berryfield Village Hall. 2. Leave crockery at Pavilion in Pavilion (ex Bowerhill Youth Club) 3. Relocate crockery and glasses from Gompels to Campus (may need to top up) and some required for office use
Hoover and steam cleaner	Kit room at Pavilion	Cleaners provided as part of lease at Campus and will use own kit. Steam cleaner purchased for use in changing rooms.	<ol style="list-style-type: none"> 1. Leave at Pavilion for Pavilion use
Telephone handsets x 4	Office at Pavilion	Return to company running phone system as part of legal agreement	<ol style="list-style-type: none"> 1. New handsets to be purchased when go over to new contract at Campus
Telephone on wall (large buttons)	Office at Pavilion	<p>Leave at Pavilion so hard-wired phone line for emergencies and in power cut.</p> <p>It was noted that there was a line out so people using the games room could use it to call out on. It was suggested that the landline could be set to a specific number such as 999 only.</p>	<ol style="list-style-type: none"> 1. Leave at Pavilion as (connected to original number not 01225 705700) but need to arrange for this to be set at a specific number (999) so that it is not open to abuse from hirers.
Noticeboard	External - Outside office door	For notices/agendas to be displayed in a "conspicuous place"	<ol style="list-style-type: none"> 1. Relocate to the Campus
Fire extinguishers & First Aid Kit	Pavilion	Retain for pavilion hirers	<ol style="list-style-type: none"> 1. Retain both in situ NB: Add to weekly checklist of Pavilion to check first aid kit and put note on it that anyone using it to contact office. Suggest paper seal around handle so know if has been used, rather than checking entire contents weekly.

Flip Chart	Gompels meeting space	Not required in the Campus. Will use big screens in meeting space. May be useful for public meetings such as Neighbourhood Plan type events.	1. Keep at Kit room in Pavilion
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b) To consider arranging for the meeting room chairs to be cleaned

The Clerk advised as the meeting room fabric chairs were located in a shared location they could do with a clean. It was noted that these chairs were not in bad condition, but members agreed that as they are now a few years old officers should obtain a quote for this service.

Recommendation: Officers to obtain quotation to clean the meeting room chairs.

c) To consider quotations for Chain of Office refurbishment and insurance value

The Clerk explained that she was unsure what the value of the Chain of Office was. She advised that it also needed to be engraved with the new Chairman's name on and queried with members whether they wished to get it refurbished as well as valued at the same time.

The Clerk explained that while attending an SLCC event she discovered a company who could do this service and has obtained a quotation.

To do a full refurbishment of the chain it is estimated to cost around £715 + VAT. If the council wished for just a refurbishment of the jewel it was estimated to cost £325 + VAT, which would include dismantling the chain, stripping the current plating, polishing, re-assembling the chain and plating. They could also just gilt plate the jewel and chain of office for an estimate price of £325 + VAT, but this would only be to plate over the plating which is already there. For the engraving of the new chairman the cost per letter would be £0.59p + VAT.

It was noted that this company was not local to the area so there would be additional charges for courier collection. The company had given two options for this service depending on the value of the chain of office. If it is of high value, they have recommended a direct courier collection at a cost of £170 + VAT, where a delivery driver will directly collect the chain and deliver it direct to the company. It was noted that the return charge would be an additional £170 + VAT. Alternately, the council could opt for a standard courier collection where a standard

courier would be booked to collect and it would go through the courier network and arrive at the company the next day. The cost of the was £45 + VAT with the return charge of £11 + VAT.

It was felt that the chain of office was not in a bad condition but could do with a bit of a clean. Members felt that a more local company such as Coppins of Corsham should be approached to see whether they could provide this service. It was noted that a member of staff would need to drive it to Coppins, so there would be mileage costs as well as the staff time to take it there. The Clerk suggested that given this, if it was a reasonable cost to do this service it may be worth it being left there to do the necessary works. Councillor Hoyle explained that as he had to go to Corsham every day he would be happy to take it there.

Recommendation: The council give delegated powers to the Clerk to negotiate with Coppins of Corsham to undertake the necessary refurbishment, engraving and valuation of the chain of office.

63/22 Street Furniture:

a) To note issue with noticeboard on side of Town Hall and discontinued use

The Clerk explained that the noticeboard on the side of the Town Hall is in a poor condition. She advised that it was actually owned by Melksham Town Council and they let the parish council use half of the board to display their notices. The Clerk wished to make members aware that as it was in a poor state of repair, she has discontinued using it.

b) To note discontinued use of the noticeboard on the side of the library and approve disposal

The Clerk explained that the noticeboard on the side of the library was not in very good condition and has been discontinued. The Clerk explained that once the library moves into the Campus this building will be repurposed, therefore suggests that the council leave on there. Members note this and approve the disposal of this noticeboard (asset 178)

Recommendation: The Council dispose of the noticeboard outside of the library (asset 178).

c) To consider locations for the replacement Pilot noticeboard

It was noted that the council had previously agreed to purchase a new noticeboard to replace the Pilot noticeboard. The Clerk wished to

update members that the replacement had now arrived at JH Jones yard, but a location for this still needed to be confirmed.

Councillor Shea-Simonds advised that he had spoken to the landlord of the Pilot pub, who owned the whole area including the Tesco land and had come up with three possible locations. He had provided the Clerk with some photos of these locations to show members. The options put forward were as follows:

1. Just off of the pavement on the grassed area near the exit of the car park, facing outwards. This would enable residents to be able to easily stand on the pavement and view notices. This was also away from the pub side. This was the most favoured position of the landlord
2. On the pub side on the edge of the grassed area with the outdoor seating (outside of roped area). It was noted that as this was near the exit where cars would be coming around it would make it difficult for people to stand and read the notices.
3. On the grassed area on the entrance to the pub, outside of the roped area. This was less favoured from the landlord as this encroached onto the pubs outside seating area.

Recommendation: The council locate the new noticeboard on the grassed area near the exit of the car park (adjacent to the Pilot pub) facing outwards. This enables residents to be able to stand and view council notices on the pavement.

d) To consider quotations for an additional Speed Indicator Device (SID) with the ability to record data and upgrade to existing SID

The Clerk advised members that officers had obtained quotations for an additional SID. Officers had been tasked with finding suitable devices which also had the ability to record data. The Clerk explained to members that it may be worth them deciding on whether they wished to have the ability to record data or not before they reviewed the quotes provided. She explained that this was because on some of the quotes this facility was something that the council could opt to add on, so the quotes provided could be approved without this addition.

The Clerk reported that officers had also contacted the company who supplied the current SID to see whether it had the facility for data recording to be added, which it does so a quote has been provided for this as well.

The Clerk explained that previously Wiltshire Police had said that they don't use any data that is download to these devices, this is why the

parish council didn't go with this option for their current SID. The Clerk explained that Wiltshire Police will be running a pilot scheme in Salisbury and will be picking up data from SIDs to see where the worst areas for speeding are so that they can target those locations. She advised that these devices would not be used for ticketing anyone. It was noted that this was a pilot scheme at this stage and it was not set in stone that this would move forward in the future.

Members discussed the following quotes:

Quotation A:

Mobile SID with Slow Down SAS300	£2,300.00 excl VAT
Spare set of batteries	£ 165.00 excl VAT
Data logging	£ 340.00 excl VAT
Bluetooth adaption	£ 340.00 excl VAT
Total	£3,145.00 excl VAT
Total without data logging & Bluetooth	£2,465.00 excl VAT

Quotation B:

Portable SID with slow down, with spare batteries	£2,940.00 excl VAT
Bluetooth	£ 379.00 excl VAT
Total	£3,319.00 excl VAT

Quotation C:

Evolis Radar Speed Sign with USB & Bluetooth	£1,989.82 excl VAT
Battery	£ 259.84 excl VAT
Battery charger	£ 100.56 excl VAT
Delivery	£ 89.99 excl VAT
Discount	- £ 240.21 excl VAT
Total	£2,200.00 excl VAT

Quotation to upgrade existing SID with Bluetooth and data logging.

Data logging	£ 340.00
Bluetooth	£ 340.00
Unit collection	£ 235.00
Unit redelivery	£ 235.00
Total	£1,150.00

Members discussed the three quotes received for the purchase of a new SID it was noted that quotation A was the company who supplied the current SID. Members queried what the service had been from this supplier. The Clerk advised that the council had received good service and also after sale service from the company. She explained that when the council first ordered the SID there was a delay in delivery due to a staffing shortage but they kept officers well informed and gave a discount for the delay. It was explained that unfortunately the first SID had become damaged beyond repair due to vandalism and this supplier had come and collected the SID to see whether there were any saveable parts, they also disposed of it for the parish council.

Members felt that due to the price of quotation B it was not a feasible option to go with this supplier.

The device quoted for in quotation C included the USB data logging and Bluetooth at no additional cost. The Clerk explained that this company was a recommendation from Melksham Town Council as they had provided them with good service.

It was felt that as quotation C was comparable with the other quotations at a lower cost which also included the facility of data logging and Bluetooth, the council should purchase this device.

Members discussed whether the existing SID unit should be upgraded with the data logging and Bluetooth aspect. Members felt that as the scheme was only currently a pilot and this may not happen in the future the SID should not be upgraded at this stage until the outcome of the pilot is determined. It was also explained that the council could have only purchased the data logging aspect at £340+ VAT, however this would mean that the device would have to be taken down and brought into the office to be able to download the data. The Bluetooth aspect which was another £340 +VAT was to make it easier to download data, however this would still mean that someone would have to use a Bluetooth device to download the data.

Recommendation 1: The parish council purchase the Evolis Radar Speed Sign from Elan City (Quotation C) at a total cost of £2,200.00 +VAT.

Recommendation 2: The parish council do not upgrade their current SID device to have the capability of recording data at this stage until the outcome of the pilot scheme has been determined.

64/22 Approved contractors and suppliers:

The Clerk explained that the council had to at least annually review their list of contractors and suppliers. The Finance & Amenities Officer had provided members this in their agenda packs. The Clerk explained to members that this was a list of contractors who officers are able to call out in the event of an emergency and urgent works without needing prior approval from the council first.

Officers wished to draw members attention to the fact that the parish council's grass cutting and bin emptying contract with JH Jones was due to expire in March 2023, so this was something that would need to be looked at in the near future.

The Clerk explained that although the electrician who does the PAT testing for the council provides good service, he only does this because it's for the council and would rather not undertake PAT testing. The Clerk explained that a company who specialises in PAT testing has recently cold called and provided quotes. It was noted that Radcliffe Fire Protection also did PAT testing and officers would obtain a quote for this service.

Members were pleased to note that the council was provided with good service from all of their approved contractors.

65/22 To consider potential community benefit requests for Wessex Water to consider re Beanacre first time mains drainage scheme

The Clerk explained that whilst at the Wessex Water mains drainage drop-in session, they mentioned that they would provide some community benefit to mitigate the impact of this project on the residents of Beanacre. The Clerk advised that she wasn't sure how much community benefit Wessex Water was planning to provide however advised members that this was an opportunity to compile a list of potential benefits. The Clerk explained that this major project had still not been approved to go ahead but members could still consider this so that if or when this is approved a list could be submitted.

The Clerk explained that the metal five-bar gate between the play area and community field has dropped which makes it very difficult to open as the gate is heavy. She explained that although members of the public are able to walk through the church yard to access the community field, they don't seem to and instead walk through the pedestrian gate. The church has previously asked the parish council to move the gate and leave a gap which replicates the other side for residents to easily walk through. The suggestion was then for the five-bar gate to be relocated to the rear of the community field, the other side of the play area which could then be the parish council's access

for maintenance. This would also solve the issue with the boules court being in the way of the existing access.

The Clerk explained that in the middle of the Beanacre church car park there is some concrete type surfacing where the grass grows through as it has to look green as the building is listed. This has, however only been installed in the middle and not around the sides and in winter weather especially at least the front wheels on a car had to be on the middle surfacing other side it could get stuck. This would be another option for community benefit.

There was a Right of Way that goes through a house in Beanacre and Wiltshire Council would not pay for the diversion order. The Clerk explained that when walking into Town from Beanacre to avoid walking on the A350 there is a right of way to access Town, however residents have to walk in the opposite direction to go round the house.

Another option would be to purchase visible gateway signage, like the ones when approaching Atworth for the 30mph limit coming into Beanacre from Lacock/ Chippenham. This is estimated to cost around £3,000 and recently discussed at the HIFIG (Highway Improvement & Footpath Improvement Group, previously known as CATG).

Members felt that the Clerk should produce a list of items that could be put forward and bring back to the parish council to prioritise.

The Clerk explained that the parish council was also keeping an eye on the safety surfacing at Beanacre Play Area. She advised that the wooden equipment was also being monitored so was holding off replacing the surfacing until this equipment needed replacing.

Recommendation: The Clerk to compile a list of items that could be put forward to Wessex Water as a potential community benefit for Beanacre and bring back to the Full Council to prioritise.

Meeting closed at 21:55pm

Signed.....
Chairman, 20th June, 2022

Teresa Strange

From: Kevin Millard <Kevin_Millard@ajg.com>
Sent: 31 May 2022 11:25
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Bowerhill Sports Field Valuation

Morning Marianne,

I can certainly ask insurers to quote to reduce the sum insured but would opt for the higher figure including outbuildings etc of £930,000.

Did you also request a desktop valuation for Shaw Village Hall as if so, we should perhaps wait for this report to come in and then I can approach insurers for any alterations to that sum insured also?

Regards,

Kevin

Kevin J Millard Cert CII
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From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 31 May 2022 11:10
To: Kevin Millard <Kevin_Millard@ajg.com>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: Bowerhill Sports Field Valuation

[EXTERNAL]

Hi Kevin,

Please find attached the valuation recently undertaken for the Bowerhill Sports Field, the valuation is lower than what we are currently insuring this building for. Is there any value in us lowering the amount we are insuring the building for to come into line with this valuation, for the coming year?

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
www.melkshamwithout.co.uk

Want to keep in touch?

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

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Reinstatement Cost Assessment

Client name:	Melksham Without Parish Council
Site / Development:	Sports Pavilion 32 Lancaster Road Melksham Wiltshire SN12 6QU
Survey Date:	31 May 2022
Report Date:	31 May 2022
Site Reference:	
Surveyor	Marc Hancock
Next Review Date:	31 May 2023
Next Assessment Date:	31 May 2025

Contents

- > Reinstatement Cost Assessment
- > General Comment
- > Additional Information
- > Frequently Asked Questions

Survey Details

Property Valuation

1. How many residential units and/or commercial buildings are being assessed?

1

Details: The property provides 1 recreational unit across 1 block.

2. What is the floor area in square metres?

246

Details: The gross internal floor area was measured remotely at around 246 sq.m

3. What is the height of the property in storeys?

1

Details: The property is single storey in stature.



Front View

4. Is the property purpose built or a conversion?

Purpose built

Details: The purpose-built property was constructed circa 2015 using modern masonry techniques of concrete block elevations with a pitched profile metal sheet roof.

5. What is the building rate per square metre?

2500

Details: We have used an average cost rate. This includes allowance for demolition costs and professional fees.

6. What is the regional variation?

101

Details: The regional variation shown has been used in our calculations, the benchmark index being 100.

7. What is the inflation rate (%) ?

0

8. What is the estimated reinstatement cost of the property (£)?

738000

Details: We have included VAT at 20% as per clients instructions.

9. What is the estimated reinstatement cost including additions for outbuildings and car parks (£)?

930000

Details: We have allowed for paths, carparking, hard standing, basketball court, gates, landscaping and fencing/railings.

10. What is the estimated reinstatement period for the property (months)?

18

11. What is the existing declared value (£)?

1006204

Details: This is the declared value as supplied by the client.

12. What is the difference between this reinstatement cost (including peripherals, shown above) and the existing declared value (+/- £)?

76204

13. What is the reinstatement cost as a percentage of the existing declared value (%)?

92

14. Has VAT been added to building costs (see note at end of report)?

Yes

15. Where the answer to the previous question is yes, what percentage of VAT has been applied (%)?

20

16. Is there a requirement for an Estimated Maximum Loss (EML) to be noted?

No

17. If there is a requirement for an EML, what is the Estimated Maximum Loss (EML) for the building (%)? Enter 'Not reported' otherwise.

Not reported

18. If there is a requirement for an EML, what is the Estimated Maximum Loss (EML) for rent (%)? Enter 'Not reported' otherwise.

Not reported

General comment

19. Is there a general comment?

Yes

Details: The building provides recreational accommodation.

Additional information

20. Do you want to include the Additional Information section?

Yes

21. What is the approximate date of construction?

2015

22. Is the construction standard i.e. of brick, stone or concrete and roofed with slate, tile, metal or concrete?

Yes

23. What is the construction of floors?

Unknown

24. Is any area of flat roof in excess of 10%?

No

25. Is the general state of repair satisfactory?

Yes

26. Does the development being valued have any commercial usage?

Yes

27. Are there any communal facilities?

No

28. Is there any scope for future site development?

Yes

29. If it forms part of the same site for insurance purposes, is any insured property within 15 metres of another subject block/building?

No

30. Is there a jetty or mooring?

No

31. Is there any evidence of vandalism?

No

About this Reinstatement Cost Assessment

1. Reinstatement cost assessment parameters

- 1.1** This assessment of reinstatement cost has been carried out in accordance with RICS current edition of The Reinstatement Cost Assessment of buildings and Code of Measuring Practice.
- 1.2** The reinstatement cost is calculated using the Gross Internal Area (GIA) of the property. The GIA has been calculated from a selection of methods including a desktop review of the property using digital mapping tools, site measurements recorded during an on-site inspection and drawings.
- 1.3** This reinstatement cost is our assessment of the cost of reconstructing the property at the date of the assessment. Unless otherwise stated, our reinstatement cost assessment has been prepared on the basis of a 'Day One reinstatement' figure commonly known in insurance contracts as the Declared Value. This means that our assessment of the reinstatement cost has been calculated assuming that a loss occurs at the date of our assessment. Allowances have therefore not been made for anticipated inflation during the insurance policy, planning, demolition or re-construction periods.
- 1.4** Our reinstatement cost has taken into consideration demolition, debris removal, temporary shoring and professional fees likely to be incurred in reconstruction.
- 1.5** The reinstatement cost is calculated on the basis of estimated building costs and may not, in all circumstances, reflect the lowest tender price available.
- 1.6** In estimating the cost of reinstatement, it has been assumed that the building and its use will be similar to those existing, and the rebuilding will be to the original design using similar materials and using techniques to a standard appropriate to the existing property, while complying in all aspects with current legislation and statutory requirements.
- 1.7** We have made no investigations into local or structure plans.
- 1.8** We have made allowance in our assessment for the reinstatement of, for example, external paving, services and the like, which are assumed will be damaged as a result of a fire or similar loss.

- 1.9** We have not included within our assessment allowances for tenant's fitting-out works, fixtures, fittings, or furnishings. However, in assessing the extent of the building structure, services, and fittings, we have made reasonable assumptions in respect of the inclusion of items that may have been installed by tenants but which, with reference to the lease and their degree of permanence and annexation to the structure, are now deemed to be of benefit to the owner. In the case of residential properties and in the absence of internal inspection, we make provision for fixtures and fittings of good quality in our assessment of the overall reinstatement cost of the property.
- 1.10** Our assessment is made on the basis of total loss or of such substantial damage that the entire property at the address noted in this report will require demolition and rebuilding. Where buildings meet one or more of the following criteria, we have used RICS guidelines to fully research and take account of all variables in arriving at a reinstatement cost.
- 1.10.1** Properties with special/unusual design features
 - 1.10.2** Properties with significant defects or containing hazardous materials e.g. asbestos
 - 1.10.3** Properties in unusual locations and/or with unusual site features
 - 1.10.4** Historic or listed buildings
- 1.11** No allowance has been made for any remediation works that may be required under legislation relating to contaminated land, which may arise in the event of reinstatement of the property, since the extent and costs of such cannot be reasonably determined without separate detailed and costly investigation. You may wish to draw this to your insurer's attention.
- 1.12** This assessment does not include allowances for providing alternative accommodation from the date of damage to the date of re-occupation.
- 1.13** This assessment makes no allowance for loss of rent or other pecuniary loss that may arise from the destruction of the building.
- 1.14** No allowance has been made for; credits for salvaged materials; Water and sewerage infrastructure charges which are not applicable to one-for-one assessment.
- 1.15** Attention is drawn to the need to reassess the sum insured on a regular basis, with an annual adjustment to reflect inflationary effects, and a major review and reassessment every three years, or earlier should significant alterations be made to the insured property (in accordance with RICS professional standards and guidance, UK 'Reinstatement cost assessment of buildings')

2 Declaration

- 2.1** This report is provided for insurance reinstatement purposes only and does not contain any detailed advice concerning the condition of the property or possible defects therein.
- 2.2** The scope of this assessment is based upon an overview of the building and approximate evaluating methods. It is not intended to be a detailed tender document for individual quantities pricing for contractors. This level of detail would render this to be an extremely costly exercise beyond the parameters of this instruction for insurances valuation purposes.
- 2.3** It should be noted that there is no direct relationship between the reinstatement assessment and the market value of the property.

Important

This reinstatement cost assessment has been conducted to enable the property asset(s) shown above to be fully covered for insurance purposes. **PLEASE ENSURE THAT YOU IMMEDIATELY INFORM YOUR INSURANCE BROKER/INSURANCE COMPANY OF THE CHANGES IN VALUE(S) PROVIDED IN THIS REPORT. FAILURE TO DO SO MAY PREJUDICE YOUR POSITION IN THE EVENT OF A CLAIM.**

Additional Information

The additional information provided has been requested by the client and gathered during an on-site visit and/or by further enquiry (planning portals, lease information, managing agent referral etc.). It is based upon observations and enquiries made by our surveyor, which may require validation.

Frequently Asked Questions

We recognise that, following a Reinstatement Cost Assessment, queries may arise, so we have taken the time to provide answers to frequently asked questions. Click on the link below:

[Frequently asked questions](#)

This Reinstatement Cost Assessment has been undertaken by or under the supervision of a member of the Royal Institute of Chartered Surveyors.

**Stephen Brimfield BSc.(Est.Man.) FRICS
Director
For Cardinus Risk Management Limited**

Progress Report

Project: Berryfields Village Hall
 Project Ref: 6980
 Client: Melksham Without Parish Council
 Date: 25th of May 2022

Progress to date

1.0 Health & Safety

- 1.1 The CPP has been developed and commented on by John Wrightson, this is now being managed on site by the site manager.
- 1.2 The Building Safety Group have visited site with only a few minor comments which have been addressed.
- 1.3 All RAMS are in place for ongoing and up and coming operations.
- 1.4 No near misses or accidents have been reported over the last 4 weeks.

2.0 Programme

Start date – 4th January 2022
 Contract completion date – 12th August 2022
 Variations & Delays – 7 days
 Predicted completion date – 19th August 2022

As noted we lost 5 days to high winds and poor weather in March

In addition I am making allowance for an extra 7 days delay due to the lack of information from both Bellway Homes and Wessex water with regard to the foul and Stormwater connections.

We have approached Conlon construction who are Bellways contractor to carryout these works on our behalf as at present they are in the process of getting the drains adopted, at present We are awaiting their response.

We are approximately a couple of weeks behind program but this is mainly due to the external works, the works to the structure are on program with plaster boarding on going and all 1st fix completed.

Plastering will be starting next week and we will then be entering the finishing stage within the building.

Externally we are progressing on with the drains are far as our boundaries and the rear entrance ramp will start in the next couple of weeks with the external paving to the building following on.

At present I still believe there is still float in the program to accommodate the previous time lost to bad weather but further loss due to the drainage may impact on the overall completion, we endeavour to limit this delay as much as possible.

Notes

3.0 Progress over the last 4 weeks

- 3.1 Complete the roof covering. Tiling
- 3.2 Drop Scaffold
- 3.3 Install windows and doors (External)
- 3.4 Complete 1st fix M & E including PV panels
- 3.5 Start 1st fix carpentry
- 3.6 Dry lining
- 3.7 Complete loft insulation and access
- 3.8 Roof covering and rooflights
- 3.9 Started 1st fix M & E

4.0 Planned work for the next 4 weeks.

- 4.1 Complete Plaster boarding & skim
- 4.2 Floor insulation
- 4.3 Underfloor heating
- 4.4 Floor screed
- 4.5 Foul drain connection
- 4.6 Start 2nd fix carpentry
- 4.7 Start 2nd Fix M & E
- 4.8 Decorating
- 4.9 External ramp and brickwork
- 4.10 External paving

5.0 Design

Ongoing development as required, specific requirements included on RFI's

6.0 Information Required

Information as listed on RFI no.4 issued 23/05/22 with updates to No. 1 - 3

In addition confirmation of the Foul drainage connection as per email dated 17/05 from Lee Mullins from Belway

Details of the Stormwater attenuation in the carpark including formation levels and hydrobrake details

7.0 Contract Variations

- CVI 6 issued 23/05/2022
- AI No. 4 issued 24/05/22

8.0 Building Regulations

All Building inspections have taken place for the Superstructure including the roof, the next inspection will be external works then prior to handover.

9.0 Utilities

Wessex water connection made in footpath opposite site and brought into site, reinstatement to be improved to correspond with the highways specification

BT Openreach quotation accepted, and ducts in place to the boundary. Awaiting confirmation of delivery date

SSE – quotation received and issued to D.Sharp 18/2/2022, this has been agreed and was issued as part of AI No.3 awaiting a start date once they have all the wayleaves in place. We are still awaiting a date for connection.

FW - Conlons to provide costings based on bellways revised sewer layout as discussed between Belways and Wessex Water.

10.0 Procurement

10.1 – Subcontractors appointed

Contractors	Work / Trade	Location/distance from site
Rigg Construction	Groundworks	Melksham – 2 miles
Multibuild	Brickwork	Melksham – 2 miles
A L King	Roofing	Melksham – 2 miles
Fuseland	Mechanical	St George Bristol – 25 miles
Fuseland	Electrical	St George Bristol – 25 miles
CBS Precast Concrete	PCC Beams	Clevedon – 50 miles
Calloway scaffolding	Scaffolding	Westbury – 5 miles
D2SN	Steel fabrication	Tormarton – 20 miles
Vision Glazing	Windows And doors	Trowbridge- 5 miles
Select Glaze	Secondary glazing	St Albans- 115miles
Building Additions	Operable Wall	Frome – 12 miles
Syston Doors	Servery Fire Shutter	Leicester- 154 miles
SS Carpentry	Carpentry	Melksham -2 miles
SMG screed	Screeding	Weston S Mare – 58 miles
JAM Interiors	Ceiling and wall linings / finishes	Wotton Bassett- 20 miles
J D Little Decorating	Decorating	Bradford on Avon – 8 miles

10.2 – Material procurement

Supplier	Materials	Location/distance from site
Wernick Hire	Site accommodation	Swindon 30 miles
Blok N Mesh	Temporary Fence	Somerton 50 miles
Taylor Maxwell	Bricks	Swindon 30 miles
A Gerrish	Stone & Sand	Melksham 2 miles
Donaldsons Timber	Trusses	Andover 40 miles
Build base C & L Lintels	Lintels	Westbury 5 miles
Subframes UK	Cavity closers / formers	Alfreton 177 miles
Burdens	Drainage	Bristol 30 miles

10.0 Site Pictures

Taken 23/5/2022

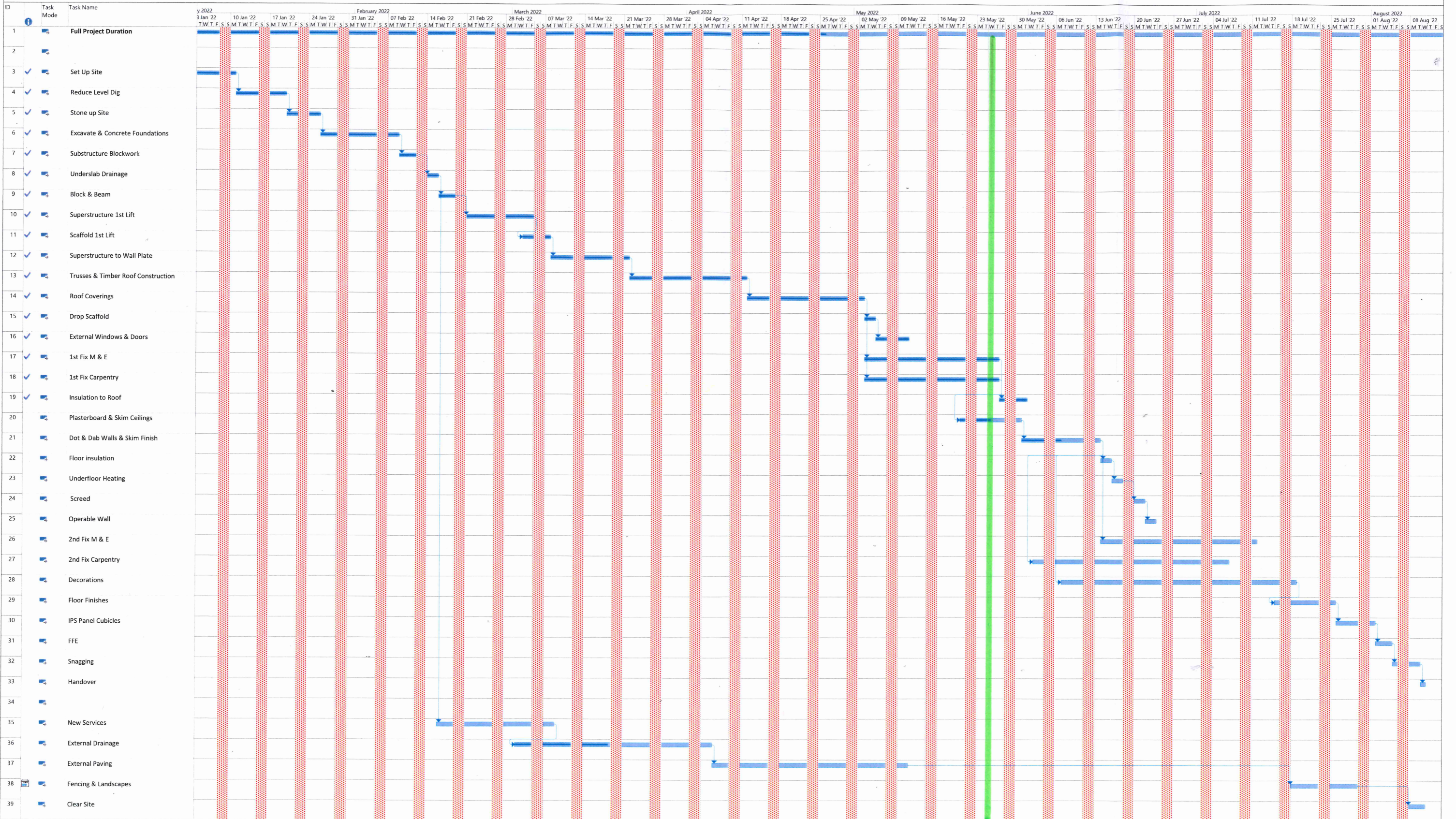








BERRYFIELD VILLAGE HALL



Project: Berryfield Village Hall
 Date: Wed 25/05/22

Task Split	Milestone	Project Summary	Inactive Milestone	Manual Task	Manual Summary Rollup	Start-only	External Tasks	Deadline	Manual Progress
Summary	Summary	Inactive Task	Inactive Summary	Duration-only	Manual Summary	Finish-only	External Milestone	Progress	



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Tel: +44 (0) 1985 213171.

Web: www.bta-architects.co.uk

Your Ref:

Our Ref: DJS/NJS/220015

7th June 2022

MINUTES OF PROGRESS MEETING NO. 5 FOR PROPOSED BERRYFIELD VILLAGE HALL HELD AT THE OFFICES OF RIGG CONSTRUCTION (SOUTHERN) LTD., ON WEDNESDAY 25th MAY 2022.

1. ATTENDANCE/APOLOGIES

John Glover – Melksham Without Parish Council (Council Chair) (JG)
Richard Wood - Melksham Without Parish Council (Berryfield Ward) (RW)
David Pafford - Melksham Without Parish Council (Council Vice Chair) (DP)
Mark Harris - Melksham Without Parish Council (MH)
Teresa Strange – Clerk to Melksham Without Parish Council (TS)
Marianne Rossi – Finance and Amenities Officer Melksham Without Parish Council (MR)
Jon Price – Commercial Director/Project Surveyor, Rigg Construction (Southern) Limited; (JP)
Carl Wynn – Contracts Manager, Rigg Construction (Southern) Limited; (CW)
Keith Owen – Site Manager, Rigg Construction (Southern) Limited (KO)
Martin Pickard – Quantity Surveyor, Martin Pickard Associates (MP)
David Sharp – Project Architect, bta architects Ltd., (DS)

APOLOGIES

It was noted that matters regarding services, installations and structure were being actioned with ongoing dialogue and attendance at this meeting considered not necessary.

2. PREVIOUS MINUTES

The Minutes of Progress Meeting No.4 held on Wednesday 27th April 2022 were agreed as a correct record.

3. MATTERS ARISING

4.3 It was noted that no further visits have taken place by the Building Inspector in this period. Next inspection anticipated in connection with drainage works.

5.2 TS advised draft wording for site sign. DS to format and issue draft accordingly.

7.1 It was noted that liaison has continued with Wessex Water and Bellway Homes/their consultant and schemes for both foul and surface water discharge connections from the site have been resolved. It was noted that quotation has been invited from Messrs. Conlon (who have carried through the drainage installations for the development). The proposal for foul drainage is to connect to an existing chamber adjacent to the pumping station which will involve deep excavation. With regard to surface water a scheme utilising the carpark area sub-base for attenuation with discharge to the surface water sewer network on site has been resolved however

further work is required in respect of site levels/building floor level and this is awaited from Messrs. Marshalls (the fabricator of the permeable paving specified for the car park areas). It was noted that progress of external works on site was being frustrated and that additional costs in connection with the resolution of schemes for drainage discharge is anticipated and will be advised as soon as possible.

- 14.4 It was noted that asbestos survey has been carried out to the existing Hall (none found). Report is awaited and in turn a quotation will be provided for demolition.
- 4.2 JP noted that he was chasing quotation from Fuseland for battery option to PV installation. Once a quotation is to hand option to proceed and location of battery units can be considered further. It was noted that the installation would not be appropriate for Solar Together arrangements due to particular procurement/contract provisions.
- 5.4 It was noted that TS will provide figures in respect of public art allowance/signage to MP for cost report in due course.
- 5.5 It was noted that there is no boost facility to the underfloor heating systems which will be controlled by thermostat/time clock programming.
- 10.1 The meeting discussed that the idea of a commemorative tree should be pursued in the planting beds away from the building (a notion was also discussed of the tree being positioned in the public open space subject to liaison with Bellway Homes). It was discussed that planting generally will be low level/shrubs with consideration in respect of specimens accordingly in due course.
- 10.2 It was noted that the external works for the building include three lighting column positions (to be confirmed).
- 10.4 It was agreed that a site visit to the building will take place on the 7th June at 16:00 hours.
- 10.5 It was noted that the postcode for the building has been confirmed as SN12 6GF. Requirement in respect of external postbox to be considered by residents group.

4. CONTRACTOR REPORT

- 4.1 4.1.1 CW tabled and presented Contractors Progress Report No. 5 as appended to these Minutes. Works in respect of the Hall building are proceeding well and slightly ahead of program. Previous discussion regarding drainage works was reiterated with concerns accordingly in respect of program. The Contractor will continue in endeavours to mitigate in this regard. Notwithstanding the latter external works are proceeding on site with building perimeter drainage/paving in progress (subject to final drainage connections). It was noted that external doors were being installed on the date of this meeting. It is anticipated that the building will be presented for snagging prior to completion of external works.
- 4.2 Information required.

It was noted that RFI requests were up to date (except drainage as previously noted). Finishes/fittings matters have been resolved and confirmed. The following were discussed.

- 4.2.1 It was noted that connection date awaited for electric service (and reported that no wayleaves are required).

4.2.2 Route for BT incoming service has been marked on site and it was noted to be in close proximity to foul drainage connection as previously noted.

4.2.3 DS noted that following discussion with the Building Inspector it was not anticipated that Air Test of the building would be required. JG queried EPC design level. It was noted that acoustic testing was not anticipated (fabric of the building to be constructed in accordance with Acoustic Report and specification/construction methods accordingly).

4.2.4 It was noted that AI 4 has been issued, bringing CVI matters up to date.

5. CLIENT

No report to the meeting.

6. QUANTITY SURVEYOR

MP noted that valuation of the works was anticipated on the date of this meeting with valuation and in turn interim Certificate to be issued accordingly.

7. STRUCTURAL ENGINEER

No report to the meeting.

8. BUILDING SERVICES

No report to the meeting.

9. ARCHITECT

As Matters Arising.

10. ANY OTHER BUSINESS

10.1 DS noted that he was scheduled to have an eye operation on Thursday 9th June and may be laid low in the following week accordingly.

12. NEXT MEETING

The next Meeting will convene on Wednesday 29th June 2022 at 10.00am at Rigg offices. JG offered apologies.

Distribution

All in attendance
Stephen Penfold – Stephen Penfold Associates
Neil Champion – Pope Consulting
David Aspden – Pope Consulting
John Wrightson – WPL
File

**Notes for Residents Working Group for New Berryfield Village Hall held on
Tuesday 7th June 2022 at 7pm**

Present: Jim Rimmer
Veronica Rimmer
Leanne Richards
Wyn Quinney
Laura Richards
Gillie Standen
Gill Arbery
Councillor Shona Holt
Councillor Mark Harris
Teresa Strange (Clerk)
Marianne Rossi (Finance & Amenities Officer)

The main aim of this meeting was to brainstorm ideas for items to be required for the new village hall. This was so that officers of the parish council could go away and obtain quotations for consideration. It was also a good exercise to establish what items could be relocated from the existing hall to the new one.

The meeting followed a site visit to the new hall earlier in the day.

The following items were discussed as either needing to be purchased or relocated from the exiting hall:

Purchase	Relocate
Entrance Hall	
It was considered that a Laptop and TV screen for the room booking system would be required from the outset. – A quote would need to be obtained for these items	
Coat racks & umbrella stand	
Cleaners Cupboard	
	Cleaning Chemicals
	Toilet rolls, bin liners, bucket & mop, VAX- wet & dry (It was noted that this item would need PAT testing)
Kitchen- It was felt that as these were small level items, they could be purchased by local shops etc	
Urn	Wet floor signs
Kettle x2	Dust pan & brush
Broom	Crockery
Bins	Jugs
Washing up bowl	
Main Hall- The operable wall can be pulled across to make a smaller room, for meetings or smaller groups	

<p>Sound system- It was felt that a sound system would be required from the outset for hirers- Officers to look at/ obtain quotes</p>	
<p>Projector screen- It was noted that the hall had been cabled for a screen to be put in. Portable screens were discussed as alternatives, but it was felt that a projector screen was something that may be needed from the outset so it would be appropriate to obtain quotations for one in the main hall.</p> <p>For the smaller part of the hall (when the operable wall is in use) a TV screen on a stand was discussed as a suitable option as a projector screen is unable to be installed in this part of the building.</p>	
<p>Tables- Teresa explained that the council had purchased 7x tables for their meeting space. Once at the campus these would no longer be required, so could be donated by the parish council and relocated to the new village hall. The tables and chairs currently at the existing village hall could then be relocated to the Bowerhill Sports Pavilion for hirers of the games room (current office area). Gill Arbery explained that from her experience she found it difficult to set up the bigger size tables, especially ones that had bars. With the current tables at the village hall the legs only fold up which was much easier to manage.</p> <p>A trolley for the tables was also discussed, Gill Arbery explained that she had experience with these kinds of trolleys and she found them difficult to manoeuvre. It was felt that there did need to be some kind of trolley to store tables to keep them stored in one place. Gill Arbery explained that members of her art group did find it difficult moving the tables around.</p> <p>It was discussed whether the smaller hall could have tables up permanently which would help hirers that required assistance. It could be a condition in the hall hirer form that hirers who wished to hire the whole hall would need to move the tables and put them back where they were, once they had finished. This would essentially, be set up like a permanent meeting space.</p>	

<p>Chairs- It was discussed that fabric chairs may not be the best option due to shared use and would be much more difficult to clean. It was felt that any chair purchased would need to be comfortable.</p> <p>Officers to obtain chair samples and bring these back to the next meeting- Action: To bring chairs from parish council meeting room, find out what chairs Shaw Village Hall have and Councillor Harris to bring a chair from Bowerhill Village Hall.</p>	
<p>Noticeboard/ whiteboards- It was discussed that whiteboards may be more suitable as you can pin notices up with magnets rather than pins. You can also use them to write information on.</p> <p>It was noted that the parish council may wish to have a noticeboard outside to put agenda notices etc in.</p> <p>Councillor Harris explained that at Bowerhill Village Hall they have some noticeboards which are lockable, for village hall notices.</p> <p>1x lockable noticeboard for inside the hall for the management committee to use to display things such as fire safety notices, insurances etc.</p> <p>Whiteboards inside hall for general notices open to public use.</p>	
General items	
<p>Website- which could have the ability to show the hall availability so that people who wish to hire the hall can see when its available to hire. Just like Bowerhill Village Hall.</p>	
<p>Social media page- Twitter, Facebook & Instagram- Not to purchase but to remember</p>	
	<p>Fire extinguishers- It was noted that the current fire extinguishers at the existing hall were still in date and had 4 years to run so there was a possibility that they could be transferred over to the new hall. -</p>

	These would need to be refitted by a suitable contractor
Fire Risk assessment will need to be undertaken and fire plan- Radcliffe Fire Safety have been asked to quote for this	
Mail box	
Commercial waste bin- e.g., Rrist or Hills waste- It was noted that from previous experience it would not be practical to have a recyclable bin, as per Bowerhill Village Hall it was suggested that hirers should be advise to take their recyclable waste home.	
First Aid Kit	
Clock x3- Kitchen, main hall & small hall	
Gent's toilets	
Bin	
Step up stool for children	
Toilet roll dispenser (the round one, like the ones at the pavilion)	
Hooks for the back of cubicle doors	
Ladies Toilet	
Bin for each cubicle	
Sanitary bin for each cubicle	
Toilet roll dispenser (the round one, like the ones at the pavilion)	
Hooks for the back of cubicle doors	
Accessible Toilet and Baby Change	
Bin	
Hook on door	
Nappy bin	
Store rooms 1, 2 & 3	
Lockable cupboards	
Signage- Officers to bring back examples of signage to the next meeting	
No smoking signs	
Accessible toilet	
Toilet	
Car park (No entry & exit)	
Kitchen	
Cleaners store	
Store 1, 2 & 3	
Buggy Park	
Baby change	
Health and safety poster	

List of items that need PAT testing:

VAX

Other Items discussed:

Teresa explained that even though the new hall will be owned by the parish council, it was felt that the hall should be run by the community. She also explained that the parish council undertook specialist VAT advice which established that the council is able to claim back their VAT incurred on the build cost if the parish council managed the running of the hall and hired it out, the VAT would have to be paid back. This was the budget set for the hall cost, based on the VAT reimbursement. This means that the council will be very shortly looking for members of the public to come forward to form this new committee. Teresa explained that there was no obligation for anyone at this meeting to join the committee, but the parish council would be formally advertising for members in due course.

Teresa explained that the parish council will be obtaining a quotation for building insurance if there is a gap between the building being handed over to the council and a management committee being put in place. Unfortunately, this insurance is unable to be transferred over to the new village hall committee as it would be in the parish council's name and not the new management committee. Teresa explained that the insurance for the existing village hall will need to be transferred over to the new hall and of course amended to reflect the building value.

Curtains & blinders were also discussed, but due to the roof being very low this was something that needed to be taken into account. It may be worth getting a company in to have a look around and provide a quote. It was noted that blinds may be required on the side of the bungalows.

Highway signs were also discussed, Teresa explained that the parish council had put a request through to Wiltshire Council for these signs. These would be for the following:

- one for opposite the New Inn pub for the pedestrian way in
- one off of the main road into Telford Drive
- one at the end of Telford Drive to indicate right into the village hall.

It was also noted that there was a handmade village hall sign which would be nice to use.

An opening event for the new village hall was discussed and it was felt that this would need to be planned shortly. It was felt that Saturday 24th September could be a potential date for the event. It was noted that this date could slip depending on when the village hall was handed over to the parish council.

Teresa queried with Gill whether the existing Berryfield Village Hall committee would need to meet and formally disband and transfer over the bank account and insurance to the new hall. This would be something that needed to be done.

Questions to follow up:

Does the built-in fridge have a freezer compartment?

Next meeting scheduled Tuesday 21st June at 7pm

Teresa Strange

From: Teresa Strange
Sent: 25 May 2022 14:03
To: David Sharp
Cc: Marianne Rossi
Subject: RE: 220015 - Berryfield Village Hall

Hi David

I will see what the councillors think..... if we get our bit of terrace we wouldn't want a fence there anyway!

Good to see you too.....

Jon found a plan for a village hall from 2019 which I sent him, so there definitely was one!.

All the best, Teresa

From: David Sharp <dsharp@bta-architects.co.uk>
Sent: 25 May 2022 13:59
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: 220015 - Berryfield Village Hall

Hi Teresa

Good to catch up earlier....things are continuing to move along nicely.

We included a picket fence and gates to the south boundary (to the open space) with return to the west side up to the road.

I recall this came about as a means of defining the boundary but as the latter will largely be delineated by car park/surround paving I wonder if it is necessary? It doesn't provide any security as the rest of the site is open and it might become a future maintenance burden.

Thinking we could omit?

Best regards

David

David Sharp Dipl Arch (Dist) SBU RIBA Chartered Architect, Principal.
On behalf of bta architects.

dsharp@bta-architects.co.uk



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Tel: +44 (0)1985 213171.

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Teresa Strange

From: Jon Price <jonprice@riggconstruction.co.uk>
Sent: 26 May 2022 12:58
To: David Sharp; Teresa Strange
Cc: Martin Pickard; d.aspden@popeconsulting.co.uk; Neil Champion; Carl Wynn
Subject: FW: Berryfield Village Hall - PV system battery storage
Attachments: image005.wmz; LUNA2000_5_15_battery.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

David,

Please see below and attached via Fuseland with respect to PV system battery storage – I have asked them to confirm that there is sufficient space in required position in plant room to install.

Regards,

Jon Price



Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT
T: 01225 705668 **F:** 01225 790069
E: jonprice@riggconstruction.co.uk
W: www.riggconstruction.co.uk

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From: Rob <rob@fuseland.net>
Sent: 25 May 2022 11:43
To: Jon Price <jonprice@riggconstruction.co.uk>
Cc: Carl Wynn <CarlWynn@riggconstruction.co.uk>
Subject: RE: rob@fuseland.net sent you Berryfield Village Hall via WeTransfer

Jon

Apologies for delay, I can confirm the cost for the Battery Storage would be £ 6,200.00 + VAT.

I have attached a data sheet on the LUNA2000-10-S0 battery storage system for your information. Please note this unit will need to be positioned in the plantroom close to the P.V. inverter.

I trust this meets with your approval.

Regards

Smart String Energy Storage System



More Usable Energy

100% Depth of Discharge
Pack Level Energy Optimization



Flexible Investment

5kWh Modular Design,
Scalable from 5 to 30 kWh



Safe & Reliable

Lithium Iron Phosphate (LFP) Cell



Easy Installation

12 kg Power Module
50 kg Battery Module





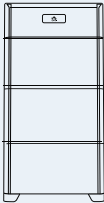
Quick Commissioning

Automatically Detected in App



Perfect Compatibility

Compatible to Both Residential
Single & Three Phase Inverter

Technical Specification	LUNA2000-5-S0	LUNA2000-10-S0	LUNA2000-15-S0
			

Performance			
Power module	LUNA2000-5KW-C0		
Number of power modules	1		
Battery module	LUNA2000-5-E0		
Battery module energy	5 kWh		
Number of battery Modules	1	2	3
Battery usable energy ¹	5 kWh	10 kWh	15 kWh
Max. output power	2.5 kW	5 kW	5 kW
Peak output power	3.5 kW, 10 s	7 kW, 10 s	7 kW, 10 s
Nominal voltage (single phase system)	360 V		
Operating voltage range (single phase system)	350 – 560 V		
Nominal voltage (three phase system)	600 V		
Operating voltage range (three phase system)	600 – 980 V		

Communication	
Display	SOC status indicator, LED indicator
Communication	RS485 / CAN (only for parallel operation)

General Specification			
Dimension (W*D*H)	670 * 150 * 600 mm (26.4 * 5.9 * 23.6 inch)	670 * 150 * 960 mm (26.4 * 5.9 * 37.8 inch)	670 * 150 * 1320 mm (26.4 * 5.9 * 60.0 inch)
Weight (Floor stand toolkit included)	63.8 kg (140.7 lb)	113.8 kg (250.9 lb)	163.8 kg (361.1 lb)
Power module dimension (W*D*H)	670 * 150 * 240 mm (26.4 * 5.9 * 9.4 inch)		
Power module weight	12 kg (26.5 lb)		
Battery module dimension (W*D*H)	670 * 150 * 360 mm (26.4 * 5.9 * 14.0 inch)		
Battery module weight	50 kg (110.2 lb)		
Installation	Floor stand (standard), Wall mount (optional)		
Operating temperature	-10°C ~ + 55°C (14°F ~ 131°F) ²		
Operating altitude	0 - 4,000 m (13,123 ft.) (Derating above 2,000 m)		
Relative humidity	5% ~ 95%		
Cooling	Natural convection		
Protection rating	IP 66		
Noise emission	<29 dB		
Cell technology	Lithium-iron phosphate (LiFePO4)		
Warranty	10 years ³		
Scalability	Max. 2 systems in parallel operation		
Compatible inverters	SUN2000-2/3/3.68/4/4.6/5/6KTL-L1, SUN2000-3/4/5/6/8/10KTL-M0 ⁴ , SUN2000-3/4/5/6/8/10KTL-M1		

Standard Compliance (more available upon request)	
Certificates	CE, RCM, CEC, VDE2510-50, IEC62619, IEC 60730, UN38.3

Ordering and Deliverable Part	
Product ordering model ⁵	LUNA2000-5KW-C0, LUNA2000-5-E0, LUNA2000 Wall Mounting Bracket

1. Test conditions: 100% depth of discharge (DoD), 0.2C rate charge & discharge at 25°C
2. Charge/discharge derating occurs when the operating temperature from -10°C to 5 °C.& 45 °C to 55 °C.
3. Refer to battery warranty letter for conditional application.
4. Available in Q1, 2021
5. Storage system is ordered and delivered in the form of power module and battery module separately with corresponding quantity.

Marianne Rossi

From: [Redacted]
Sent: 08 June 2022 14:20
To: Marianne Rossi
Subject: RE: Quote for a Fire Risk Assessment & PAT Testing

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Marianne,

Ah no problem, It's looking really good!

To carry out a fire safety audit and produce the fire risk assessment for this premises would be £250.00 + VAT 😊

Kind regards

[Redacted]
[Redacted]
[Redacted] Ltd

(Please note my workings hours are Mon-Fri 9.00am-2.30pm)

01225 708815

Please leave us a review on either of our platforms below:
<https://www.yell.com/reviews/places/address/id/radcliffe-fire-protection-melksham-8483157>
<https://g.page/r/CcWIKbxgy8WLEAg/review>

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[Redacted]



HAWKINS INSULATION LTD

Asbestos Removal & Surveying Specialists

Central House, 101 Central Park, Petherton Road, Hengrove, Bristol, BS14 9BZ - Tel: 01275 839500

SECTION 1

RESTRICTED DEMOLITION ASBESTOS SURVEY REPORT

On Behalf of:

Melksham Council

Site Surveyed:

Berryfield Village Hall, Melksham, SN12 6EE

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SECTION 3

Report: *Berryfield Village Hall, Berryfield Park, Melksham, SN12 6EE*

Survey Date 18/05/2022

Report Ref: MH/RAD/C24495

Our Tel No: 01275 839500

Client Contact: Marianne Rossi

Client Reference: Email 12/05/2022

Client Tel No: 01275 832528

Survey Carried Out By: Mr M Harris

Report Date: 08/05/2022

Document Prepared By: Mr. Matthew Harris

Document QA Checked By: M Cook

Signed:



This report and its contents therein, form the opinions and results of Hawkins Insulation Limited. All aspects of the production of this report have been done in strict adherence to documented in-house procedures. The content of this report may not be amended or altered in any manner by a third party without the express prior consent of Hawkins Insulation Limited. Any further duplication of this survey must be done in its entirety. All relevant liabilities (actual, assumed or otherwise), under such circumstances will be withdrawn forthwith.

This report may be used for contractual or engineering purposes unless stated on the front cover sheet. Further architectural or technical plans may need to be sought for major building work.

Please note Hawkins Insulation Limited cannot be held responsible for the way in which the client may interpret or act upon the results of this report.

CAVEAT

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach about visual examination and necessary bulk sampling. It is always possible after a survey that asbestos based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons: -

- Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of the survey.
- Materials may be hidden or obscured by other items or cover finishes i.e. paint, over boarding, disguising etc. where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled later.
- Debris from previous asbestos removal projects may well be present in some areas: general asbestos debris does not form part of this survey however all good intentions are made from its discovery.
- Where an area has been previously stripped of asbestos i.e. plant rooms, ducts etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (1987) laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.
- This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or other i.e. working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.
- Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.
- In the building where asbestos has been located and not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.
- Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case the sample taken may not be representative of the whole product throughout.
- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instruction and guidance at that time.
- Hawkins Insulation Limited cannot accept liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- Hawkins Insulation Limited cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some danger is unavoidable and will be limited to just that necessary for the taking of the sample.

INTRODUCTION

Asbestos Survey:

This report details the findings of an asbestos survey commissioned by the client. The main aim and objectives of the survey were as follows:

- To identify areas where asbestos is present
- To identify the type and extent of asbestos material where present
- To assess the state of repair and condition of asbestos containing materials in order to provide a material risk assessment

Unless otherwise stated the survey was conducted in order to enable compliance with regulation (4) of The Control of Asbestos Regulations 2012. All work was conducted with strict adherence to documented in-house procedures, the current HSG264 methodology, together with our standard terms and conditions.

The scope of work requested was limited to the areas identified by the client. A written report, including recommendations and photographic data, has been submitted by Surveying Consultants Hawkins Insulation Ltd.

Where the client made site plans available for this survey we have, where possible, incorporated them into this report. Where site plans were not made available by the client for this survey, Hawkins Insulation Ltd have produced outline plans of the areas surveyed for the purposes of this report.

This report only relates to the situation on the day of the site visit and cannot consider subsequent changes in circumstances.

LIMITATIONS OF THE REPORT

1. This report only relates to the situation on the day of the site visit and cannot consider subsequent changes in circumstances. Materials were sampled if, in the opinion of the Surveyor/s, there was a high probability that they may contain asbestos.
2. This report contains findings based upon visual inspection and during the survey; all reasonable efforts were made to identify the presence of materials containing asbestos within the surveyed areas.
3. The nature of this survey was a Refurbishment and Demolition (RAD) full access sampling and identification survey, as defined in the Health & Safety Executive publication HSG264. However, asbestos is sometimes concealed within the fabric of buildings, so it is not always possible to regard the findings in any survey as being definitive. Therefore, it must always remain a possibility that further asbestos containing materials may be found during any alteration, refurbishment or demolition works. Where areas have been identified as inaccessible, it indicates that the area specified was not accessible to the Surveyor/s at the time of survey because entry would require an unreasonable degree of dismantling to the structure of the building. The client is advised to be alert to the possibility of there being asbestos materials in such areas.
4. Manufactured products containing asbestos have been extremely diverse; therefore, responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material, which is later established as having an asbestos content.
5. No responsibility can be taken for any misinterpretation of this report by any third parties.

SURVEY METHOD

6. This survey was by means of visual inspection and subsequent sampling of suspect bulk materials.
7. Where the surveyor/s suspected a material containing asbestos, a sample was taken for analysis. The samples were chosen as being representative of the material under investigation. Therefore, where there are visually similar areas, they should be regarded as being uniform composition.

SAMPLING STRATEGY

8. The object of carrying out sampling is to identify the nature and extent of any visible asbestos bearing material.
9. All sampling was undertaken following the HSE guidance note HSG264 causing the minimum possible disruption and potential risk to the health of building occupants and visitors.
10. Analysis of the samples was carried out using the methods approved by the National Accreditation of Measurement and Sampling. The samples were first examined under a low powered stereomicroscope, the fibres teased apart and an estimate made of their concentrations. The fibres were then mounted in liquids of known refractive indices and examined under high, powered magnification using polarised light and dispersion staining.
11. All bulk sample analysis, swab sample analysis and air reassurance testing (if applicable) was carried out by a UKAS Accredited laboratory.
12. Areas of specific exclusion that have not been surveyed, or that a reliable degree of confidence cannot be gained of the homogeneity of the area through limited access, can be found in **section 5 “Survey Summary & Recommendations”**.

DEALING WITH DEMOLITION OR MAJOR STRUCTURAL ALTERATION

13. **If the building is due for demolition or major structural alteration, Regulation 4 of The Control of Asbestos Regulations 2012 requires that a suitable and sufficient assessment is carried out to establish whether asbestos is present, or liable to be present, in those premises. Before any work takes place a Refurbishment and Demolition access, sampling and identification survey, as defined in HSE Guidance HSG264, will be necessary unless there is reasonable evidence to show that asbestos is not present. Otherwise it is necessary to presume that asbestos is present and that it is not Chrysotile alone and observe the appropriate provisions of the Regulations to prevent exposure to asbestos by employees.**

DEALING WITH ASBESTOS CEMENT

14. Works on or removal of the asbestos cement items should be carried out using precautions in accordance with the guidelines within the Health and Safety Executive guidance note HSG 189/2 Working with Asbestos Cement. These guidelines outline basic precautions that should be used to prevent fibre release during works, such as wetting of the materials before removal and preventing unauthorized persons from entering the work area. Using these guidelines, it is expected that asbestos fibre levels would be low. A contractor before carrying out this work will require an assessment.
15. Whilst there is no requirement of these works to be undertaken by a contractor licensed to work with asbestos, in practice it is unlikely that an unlicensed contractor will possess the necessary expertise to undertake such works properly.

DEALING WITH ASBESTOS INSULATING BOARD, ASBESTOS INSULATION AND ASBESTOS COATINGS

16. These works should be carried out by a contractor licensed to work with asbestos in accordance with The Control of Asbestos Regulations 2012. It should be noted that licensed asbestos contractors, under the terms of their license, must notify the relevant authority of their intention to remove such items. Notification of such works is normally subject to a 14-day period, except for unusual or exceptional circumstances when the enforcing authority (either the Health and Safety Executive or local Environmental Health Department) may grant a waiver if there is immediate risk to health, i.e. an accident.

NOTIFIABLE NON-LICENSED WORKS

From 06TH April 2012, some non-licensed works will need to be notified to the relevant enforcing authority.

From the 06TH April 2012, brief written records should be kept of non-licensed work, which must be notified, e.g. copy of notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

By April 2015, all workers / self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed works are not acceptable for those doing licensed work.

Follow “Managing & Working with Asbestos” The Control of Asbestos (second edition 2013). With reference to Section 9 notification of work with asbestos, Section 22 health records and medical surveillance and Section 10 information instruction & training.

Also, with reference to the asbestos essentials AO decision flow chart.

ASB NNLW1 Notification will need to be provided to The Health & Safety Executive prior to any works being carried out upon these materials.

SURVEY, SUMMARY AND RECOMMENDATIONS

17. The survey was carried out by one Surveyor. The lead surveyor was Mr. Matthew Harris.
18. Building plans were not available.
19. All sampled asbestos bearing materials and sampled non-asbestos materials have been referred to using item numbers in the asbestos register (section 6).

SUMMARY OF ASBESTOS INCIDENCE & RECOMMENDATIONS

20. Our recommendations are made based upon each items' assessed potential for fibre release as recommended by the guidance published by the Department of the Environment and the Health and Safety Executive, and about the safety of asbestos in buildings.

FOR FURTHER INFORMATION PLEASE REFER TO THE ASBESTOS REGISTER PROVIDED IN SECTION 6

SUPPLEMENTARY SURVEY INFORMATION

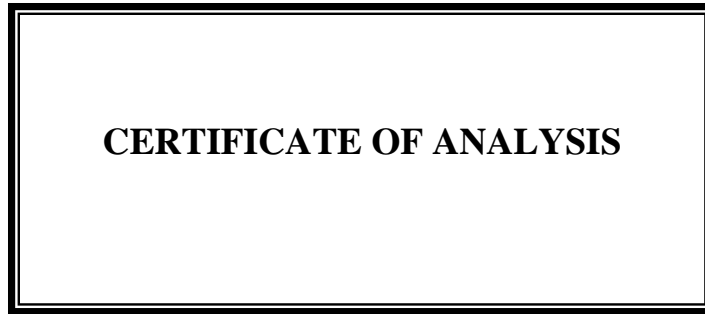
Our recommendations are made based upon each items' assessed potential for fibre release as recommended by the guidance published by the Department of the Environment and the Health and Safety Executive, and about the safety of asbestos in buildings.

21. Only a restricted survey could be carried out due to building to be used until demotion date.

Asbestos Summary and Priority Risk Assessment

The table below list all asbestos materials identified within the scope of the requested report. The priority risk assessment section has been left blank and should be completed using HSE guidance (HSG227) "A Comprehensive Guide to Managing Asbestos in Premises" available from HSE books online.

Priority Risk	Item Number	Level	Area	Material Description	Quantity	Risk	Asbestos Type
No Asbestos Found Present at time of the Survey							



NO CERTIFICATE REQUIRED

ASBESTOS REGISTER

Client: Melksham Council

Survey Date: 18/05/2022

Site: Berryfield Village Hall

Survey Type: Refurbishment & Demolition




SURVEY FINDINGS NEAGTIVE RESULTS							MATERIAL SAMPLE RESULTS			<i>Client to update register</i>
Item No.	Floor	Location	Description	Level of identification	Extent	Product Type	Laboratory ref.	Asbestos detected?	Asbestos Type	Action Necessary
NO REGISTER NECESSARY										

OBSERVATIONS


Obs No.	Floor	Location	Description	Level of ID
1	-	Throughout	Metal cladding to External, Polystyrene in wall cavity, UPVC gutter + drain pipe, Metal to underside of floor, Modern vinyl floor + carpet, Wood cladding to internal walls, Wood skirting, Modern Electric wall heaters, Modern Electrics, Wood + P/B ceilings, Fibreglass insulation in ceiling void, Ceramic cistern, UPVC waste pipe, P/B partition to WC, Modern mineral felt to Roof.	Visual

SECTION 9





	OBSERVATIONS	
	OBSERVATIONS	
	OBSERVATIONS	

	OBSERVATIONS	
	OBSERVATIONS	
	OBSERVATIONS	

	OBSERVATIONS	



No Floor Plans Necessary

	Site Plan 1 of 1
Client	Melksham Council
Site Ref	
Address	Berryfield Village Hall, Melksham, SN12 6EE
Report Date	18/05/22
Report Ref	C24495
THIS SITE PLAN SHOULD BE READ IN CONJUNCTION WITH THE FULL ASBESTOS SURVEY REPORT	
FLOOR	N/A
AREA	N/A
KEY	Register Item Numbers
 	Positive or Presumed Asbestos Non-Asbestos
HAWKINS INSULATION LTD	
NOT TO SCALE	
All locations are approximate	
<u>Limitations of reported information</u>	
The information contained within this report of the locations of asbestos containing materials (ACMs) should not be treated as either exhaustive or definitive. It should always be assumed that there may be other ACMs present, hidden or undetected within the fabric of the building. Further investigations may be necessary when carrying out works likely to disturb the fabric of the building.	

**OFFICE RELOCATION WORKING PARTY MEETING, HELD ON
MONDAY, 13th JUNE 2022 AT Melksham Rugby Club, Oakfield's, Eastern Way,
Melksham at 7.15pm**

Present: Councillor Mark Harris
Councillor Stefano Patacchiola JP
Councillor Robert Shea-Simonds
Councillor Richard Wood

Officers: Teresa Strange, Clerk
Lorraine McRandle, Parish Officer
Marianne Rossi, Finance & Amenities Officer

Also present: Clive Merritt, Avon IT (IT Contractor)

1. Welcome, Announcements & Housekeeping

The Clerk welcomed everyone to the meeting and invited nominations for the Chairman of this working party.

2. To elect Chairman of Office Relocation Working Party

Councillor Wood proposed, seconded by Councillor Shea- Simonds that Councillor Patacchiola be elected as Chair of the Office Relocation Working Party.

Resolved: The Council resolve that Councillor Patacchiola be Chair of the Office Relocation Working Party for 2022/23.

Councillor Patacchiola took to the chair.

3. To elect Vice Chair of Office Relocation Working Party

Councillor Patacchiola invited nominations for the Vice-Chair of this working party. Councillor Wood proposed, seconded by Councillor Harris that Councillor Shea- Simonds be Vice-Chair of the Office Relocation Working Party for 2022/23.

Resolved: The Council resolve that Councillor Shea-Simonds be Vice- Chair of the Office Relocation Working Party for 2022/23.

4. To receive Apologies and approval of reasons given

Apologies were received from Councillors Glover and Pafford who were on holiday. These reasons for absence were accepted.

5. Declarations of Interest

a) To receive Declarations of Interest

The Clerk declared an interest in agenda item 8 & 9 as her husband was on the list of items and services required for the office move and she was a director of the company.

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

None.

6. To feedback from site visit (if arranged in the interim period) and consider any actions arising

It was noted that all members present had attended the Campus for a site visit of the office and meeting room space this afternoon.

It was explained that during the site visit upon looking under the floor boxes there did not appear to be any data points. While on site this was queried with the project team officer who was going to look into this. The Clerk advised that when she returned back into the office, she looked at the drawings for the council's suite and there were data points scheduled to be installed in the floor boxes.

It was explained that there had been some issues with regards to the door access. Initially the council were going to have a card swipe system on the lobby door, however further correspondence was received from the project team to say that they were having problems with installing this system into the building. The council was then asked whether a digilock system would be acceptable instead of a swipe system.

Councillor Patacchiola had previously raised concerns with regards to this type of system, due to office security as digilocks had poor security. He explained that there were videos on YouTube of how to reveal the code and access the room within minutes if an unauthorised person really wanted to get in which could pose a risk to the council. He had queried with the project team whether the council would be able to put their own access card system onto the office door to maintain office security and data protection. The lobby and meeting

room doors could still have digilocks, but it was the security of the office which he had concerns over. He explained that with an access system, it was easy to find out who had accessed the office should any issues arise whereas with a digilock system there is no way of finding this out.

Councillor Patacchiola advised that he had spoken to the Campus team last week who explained that this would not be a suitable option as it would need to be connected with the building's fire alarm system. The Clerk also explained that she had had a conversation with a member of the project team on this issue and was told that it was now too late to change the door access system as the digilocks had already been installed onto the doors. She explained that she was confused by this response as the initial plan was to have some kind of access system on the doors, but it was the Campus team who had advised that this was now not possible due to issues with installing it into the building.

It was noted that on the meeting room drawings there was to be a CCTV camera installed in the lobby area, but this would not be operated by the parish council and there was a procedure the council would have to follow first to request access. Councillor Patacchiola had previously suggested that the parish council could purchase their own CCTV camera, so that the recordings were able to be accessed when necessary.

During the site visit this afternoon there appeared to be wiring for some kind of swipe card access system that could go onto the door. There was also a security alarm panel in the lobby area which would resolve any issues with regards to access control as different groups of people could potentially have different codes to access. This was something the project team would get clarification on. Councillor Patacchiola advised members that there did seem to be some miscommunication between what was planned to be done and what had been done.

It was noted that there was a public access part of the building where members of the public could visit the café area and library as well as the parish council office. There was also a leisure side of the building for members only to access through a controlled turnstile. It was confirmed that members of the public are able to access the parish council's office area through the main entrance door and either up the stairs on the right or in the lift.

Councillor Shea-Simonds queried whether the lobby door would be open during the office opening hours. The Clerk advised that, although she would like to, due to the fact that it was a fire door it was unable to be left open. Councillor Patacchiola advised that although this door was unable to be propped open, it could be taken off of its catch so that members of the public are able to push the door open to access the lobby area. It was noted that there would need to be some appropriate signage on the door to inform members of the public that they were need to do this to access the lobby area. It was explained that the idea was for member of the public to access the council officers via the hatch.

It was clarified that during the visit there would be adequate signage to

signpost members of the public to the parish council office area.

There had previously been discussions with the project team about locating a parish council noticeboard which displayed agenda notices outside of the office, however due to the fact that the only people going up to this area would be people attending the office this was deemed not a suitable place. During the visit it was suggested that the parish council noticeboard could go onto the wall in the main entrance lobby area, this would then enable anyone entering the Campus building to be able to view council notices. This was agreed with a member of the project team while on site that it was possible for the council to install the noticeboard in this location. It was noted that the Campus was going to also have a community noticeboard for community notices to be displayed in, adjacent to the parish council one.

7. To consider options for the internet connection and phone line

Councillor Patacchiola explained that by the end of 2025 the analogue network will be switched off which means that copper phone lines will be disconnected, therefore there was no point in the parish council purchasing this type of line. It was noted that the phone lines that are available now connect over the internet. He explained that the council would need an internet connection and would need to consider what type of phone system was desirable to purchase. Clive advised that the parish council were already using an IP phone system in the office so if the council wished to continue with this system, it could just be moved into the new office.

Councillor Patacchiola explained that with regards to the internet availability in the area there was a basic ADSL line which was typically like a home broadband line. This line could be on a business basis which meant that the call out response times would be much quicker should any issues arise with the line, this would be in the region of £30-£35 per month. He advised that the download speed was around 8mb and the upload speed was around 1mb for the Campus location. He explained that this area was on the list to be upgraded to fibre, but there was no date scheduled in for this.

Councillor Patacchiola explained that the council could use 4G/5G connections, however the signal coverage in the Campus was poor. He explained with this idea an external aerial would need to be purchased and put on the window cill in the office room to obtain the signal. He advised that the only other option would be dedicated fibre which would cost around £250-£300 per month for a 500mb line.

Councillor Patacchiola advised that this was a difficult decision to make as each option available had disadvantages. He explained that with the ADSL line it may mean that there is some poor phone quality and would be difficult at meetings, especially if they were live streamed.

Members queried with Councillor Patacchiola what he felt would be the best option for the council. He explained that it came down to requirement and

budget, but it was possible to put a router in the Campus that could split between the ADSL line and 4G connections to see if this option worked first. If this doesn't work, the only option to the council would be dedicated fibre until at a much larger monthly cost until Openreach upgrade their networks.

The Clerk explained that the council's preference was to not stream meetings live, to enable officers to edit out confidential items discussed and then upload the stream onto the council's YouTube channel the next day, so this wasn't so much of an issue. She explained that the only part of the meeting where members of the public participate was under public participation which was a small part in comparison to the overall meeting.

The Clerk advised that with regards to the phone calls into the office, less people were calling the phone now due to the fact that during lockdown officers were calling people back on their personal phones. She explained that people such as Wiltshire Council officers now called personal mobiles as they are able to get directly to the person they wish to speak to. The Finance & Amenities Officer advised members that there was some difficulty when taking phone calls at the pavilion as the line sometimes dropped out.

Councillor Patacchiola explained that he had checked out the 4G speed that the council could get, which this was 18mb upload and 6.5mb download speed. He advised that this would be fine, however he felt that the council would potentially need the ADSL line as well. He explained that in order to get a 4G connection the council would need to purchase a sim contract which could be up to £30 per month. The ADSL line at was also £30 per month which was a monthly total of £60, should the council choose this option. He explained that if the council were minded to go for this option a bit of thought would need to go into this as the 4G device would probably need to go in the office on the window cill and plugged in and patched back through to the comms room.

Councillor Patacchiola explained that there was also a possibility of connecting together some of the council's network with the Campus public WIFI which was called meshing. This was only a possibility at this stage, as the public WIFI at the Campus was still to be set up and until this was done it was difficult to foresee if this was possible without seeing how it worked first.

Councillor Patacchiola suggested that the council could try one of the £30 options discussed above first to see whether this was sufficient enough, if this wasn't then the other £30 option could be purchased as well. He felt that the council should budget for both options together in case both were required, but one of these options should be tried first.

Members were reminded for background information that around a year ago the council pulled out of a new contract taken out with Sirus and were currently on a monthly rolling contract. It was noted that if the council were to purchase a new phone system the current phone handsets would need to go back to Sirus as they were currently leased. It was noted that at a previous IT Working Party meeting the council wished to investigate the possibility of using the Microsoft Teams phone system. The Clerk advised that as the current handsets will be

returned to Sirius, new ones compatible with Teams would need to be purchased.

Recommendation: The parish council purchase either an ADSL line or 4G sim connection in the first instance for the Campus WIFI to see how it goes with using one option at cost of up to £30 per month. If this was deemed not sufficient enough the parish council to purchase the second £30 per month option to provide an additional provision.

8. To note list of current assets in the Meeting Venue (Swift Way) and Office at Pavilion and recommendations of the Asset Committee (6th June) for relocation, storage, disposal and donation.

The Clerk explained to members that the Asset Management Committee had looked at this list at their meeting on Monday 6th June, but this had been brought to this working party in case there was anything that members felt needed to be added to the items to purchase list. The Clerk explained that when compiling this list, she applied three principles depending on access control to the rooms in the pavilion building. The pavilion office which was going to go back as a room to hire out would have no control as although there will be details of who is booking the room, there will be no record of who else enters the room. The kit room as it was not an alarmed part of the building, could be used for known people such as community groups collecting litter picking kit. The switch room was an alarmed part of the building so only known contractors would be given access to this room.

The Clerk explained that there had to be a phone line at the pavilion for the fire and security alarm system and to access the CCTV. She advised that there was a phone plugged in on the wall in case of a power cut, currently located in the office room. The Clerk advised that this phone was especially handy when she is called out in the middle of the night when the alarm is going off at the pavilion. She explained that there may be times when her mobile phone is out of battery, so this would give a bit more security if she was attending the pavilion on her own. The issue with regards to it being plugged into the office was when the room is opened back up again for hire, there would be no access control as to who could use the phone, therefore someone could potentially use it to make calls. It had been recommended at the Asset Management Committee to limit the numbers that were able to be dialed to call out to a few such as 999. Members of this working party felt that the phone should be moved into the switch room to resolve this issue of hirers accessing the phone to make calls.

The Clerk explained that the large Melksham Without hanging sign was currently stored in the switch room at the pavilion. Unfortunately, it was unable to be displayed at the pavilion due to the roof line being too low and it was doubtful that the council would be granted permission to display it on the Campus building. The Asset Management Committee had recommended that this sign should stay in the switch room for the time being.

Councillor Patacchiola wondered whether the sign could be displayed on a

post near the entrance to the Campus. The Clerk advised that this was something that could be investigated with the Campus team.

It was noted that the microwave, oven with hot plates and toaster were being left in the pavilion kitchen. Councillor Patacchiola queried whether members were happy with this given that there would be heat sources left in the kitchen. He explained that ovens and toasters especially were sources of fire so this needed to be taken into account. The Clerk explained that hirers would be renting out the kitchen to be able to provide hot food through the hatch, not just teas and coffees.

Councillor Patacchiola explained that if the council was renting out this space with these appliances included there needed to be a maintenance plan put together for them. It was noted that the Caretaker would be attending the pavilion on a weekly basis so would also pick up any issues. The Clerk suggested that the oven with hot plates should be moved from its current location as it was currently under a cupboard to a more suitable place in the kitchen.

Members felt that that the oven would need to be located appropriately, with signage instructing hirers to ensure that it has been turned off before they leave the building.

It was noted that there will need to be a fire risk assessment undertaken once the office staff had moved out of the building as it was a change in circumstances.

Recommendation 1: The council investigate with the Campus team whether the large council sign could be installed somewhere near the entrance to the Campus.

Recommendation 2: The council ensure that the kitchen appliances are located in a suitable position and appropriate signage is put up instructing hirers to make sure everything has been turned off before leaving the building. The council should put together a maintenance plan for the upkeep of these items.

9. To agree list of items required for purchase, with budget cost implications, and agree request to Full Council for delegated powers for purchase by officers/working party

Members noted that there were funds under the following budget headings for the office relocation move and equipment purchase.

Office Relocation Reserve	£2,856.53
Equipment & Furniture	£4,500.00
Total	£7,356.53

Members had been provided with a list of items that were required to be purchased along with price indications. Due to the short timeframe between

now and the move decisions need to be made relatively quickly. The Clerk suggested that Full Council may need to approve delegated powers to officers and/or this working party to make purchases on the below items within an agreed budget spend.

The following items below were discussed, with recommendations to Full Council on spend limits for each listed item.

Item	Requirement	Estimated Total cost	Comments from Office Relocation Working Party 13th June 2022
Large TV Screen	There is a requirement for a large screen to be installed on the wall for members to view plans etc. We would also like to be able to stream & record meetings for greater interaction with members of the public to interact at a meeting remotely. A large screen will be required to achieve this. It could be that the meeting is recorded on zoom, edited to top and tail and remove any confidential items in closed session and upload to YouTube, this may need less broadband width if not live streaming	£1,600.00	<p>Members felt that a 75" screen would be the most appropriate size to purchase for the Campus meeting room. It was discussed whether there needed to be a second screen located the other side of the room so that all members on both sides of the table are able to view what is being displayed on the screen. It was not felt that a screen on a stand was suitable for the Campus meeting room, but a second screen could be fitted to the wall. It was felt that both screens should be the same size as each other, therefore 2x 75" screens should be purchased.</p> <p><u>Recommendation 1:</u> The Council purchase 2x 75" screens for the Campus meeting room.</p>

<p>TV Screen & Stand – this is to provide a second screen as not everyone will be able to see the main big screen at the same time</p>	<p>We do have the TV screen in the old meeting space which could be re-located, but one will need to be purchased either for Berryfield Village Hall for the smaller space or Campus. We need this for members who are facing the other side of the room of the large screen on the wall to see plans etc.</p>	<p>£0.00</p>	<p>This item was discussed above. It was noted that the TV & Stand that is currently in the old meeting room can be re-located to the small meeting room at Berryfield Village Hall. This item was missed off of the list of items to relocate at the Asset Management Committee</p> <p>Recommendation 2: Do not order a TV & stand for the Campus and relocate the one that was currently located at the old meeting space to the new Berryfield Village Hall for the smaller meeting room.</p>
<p>Speaker Camera Microphone</p>	<p>For recording and streaming meetings and for allowing zoom participants.</p>	<p>£800.00</p>	<p>Councillor Patacchiola advised that there were a number of systems on the market to purchase. He suggested to members that Jabra do an all-in-one system that has a camera, speaker and microphone.</p> <p>He explained that with this system the speaker is typically either installed directly above or below the screen. He advised that there was a much better view of people if it was installed below the screen as this was at head height, however it means that people would be unable to sit directly in front of the screen with their backs to it so the edge of the table would need to be kept clear. If it was installed above the screen this issue would not arise, however the camera view would be looking down onto the meeting instead of head height.</p> <p>The Clerk explained that the meeting table sits 16 people around it, at the most there would normally be 15 people at a Full Council meeting, however it was very rare that everyone attended. It was felt that if there was a full house at a meeting the table would be big enough to manage this.</p>

			<p><u>Recommendation 3:</u> The council purchase a Jabra system as a solution for the speaker, microphone and camera required for meetings.</p>
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<p>To provide power and data to meeting table top</p>	<p>To provide power (and data?) for 16 positions on the meeting table for laptops for electronic agendas.</p>	<p>£320.00</p>	<p>A quotation had been provided from Office Right for this provision. The Clerk explained that to enable power for meetings there would need to be 4x holes cut in the table in order to access the floor boxes to obtain the power source.</p> <p>Office Right had suggested a pop-up option for this solution to include 4x main sockets, 1x wireless charger, 2x USB charger, 1x HDMI & 1X RJ46 Ethernet at £80 + VAT each.</p> <p>The Clerk explained that the hope was for the council agenda packs to become paperless, therefore the council laptops would be required for the duration of the meeting. It was noted that the laptops would struggle to hold their charge for the length of some meetings, therefore there was a need to ensure there was a power source for members and officers to plug in. Councillor Patacchiola also suggested that it may be worth the council purchasing a pack of 3.15 Amp fuses as well.</p> <p><u>Recommendation 4:</u> The Council accept the quotation from Office Right to purchase 4x pop-up power extensions (PP107), to include cutting 4x holes in the meeting table and installing them at a total cost of £320.00 +VAT for all four extensions.</p>
<p>Fridge</p>	<p>Required for new office/ meeting space.</p>	<p>£200.00</p>	<p>It was explained that the fridge would be an under counter stand-alone one.</p> <p><u>Recommendation 5:</u> The Council purchase a fridge for under £200.</p>

Dishwasher	Required for new office/ meeting space.	£500.00	<p>The Clerk explained that although officers could wash up, it would save a lot of officer time especially following a large meeting such as Full Council where there was a large amount of washing up to do. Members agreed that a dishwasher was required.</p> <p>Recommendation 6: The Council purchase a dishwasher for under £500.</p>
Whiteboard – double up as magnetic pin board	The plan is to leave the current whiteboards at the pavilion for hirers to use as it would cost more time and money to remove and make walls good at the pavilion. We have asked Office Right for a quote for some whiteboards and we understand that they have some second-hand ones in very good condition which they can do at a much cheaper cost.	<p>£40.00</p> <p>Post meeting: The Clerk suggests that more than two clearance boards will be needed. New 1200 x 900 cost £36.77</p>	<p>The Clerk explained that Office Right had some whiteboards on clearance so were well below cost price. For 1x Whiteboard 1200x900mm and 1x 900x600mm the cost of each of them was £20.</p> <p>She advised members that these were useful in the office, so that items could either be pinned up on the board or a list of what was going on that week could be written on.</p> <p>It was noted that as per the list of retain and disposal, the current whiteboards in the pavilion office were going to be left for hirers to use.</p> <p>Recommendation 7: The parish council purchase 1x 5-star aluminium framed white board 1200x900mm and 1x Nobo Essence Melamine Whiteboard 900x600mm at £20 + VAT each from Office Right.</p>
Crockery / Cutlery and some kitchen cleaning materials	As per the list of disposal/relocation there is some crockery and glasses for the Gompels meeting space that is being relocated to the Campus, however this may need topping up a bit. Will need to get some kitchen bits as they will be left in the Pavilion kitchen	£100.00	<p>The Clerk explained that crockery from the old meeting room will be relocated to the Campus, however this may need topping up, so has put a budgeted figure in for this provision.</p> <p>Recommendation 8: The council purchase crockery/cutlery and kitchen supplies for the new office</p>

			and meeting space up to a total of £100.
4x office phone handset	We will have to give our current phone handsets back, once we cancel the current phone contract and move into the Campus.	£400.00	It was noted that office phone handsets would need purchasing. Councillor Patacchiola advised that the council would need some that were compatible with the Microsoft system, he suggested that the council could purchase some refurbished ones which would be much lower in price. <u>Recommendation 9:</u> The council purchase phone handsets to be compatible with the Microsoft phone system for under £100 each.
Wi-Fi & BT Line & IT KIT- Router, CCTV Camera for Lobby	Need to arrange for these to be installed/ ordered.	£500.00	It was noted that the line and WIFI had already been discussed at this meeting under agenda item 6 and recommendations had already been made under that item. Councillor Patacchiola explained that the council may need to purchase a new router depending on the capability of the current one. Councillor Patacchiola advised that cabling would need to be put in for two access point, so that there was WIFI coverage in both the meeting room and office. He also suggested that the council had a CCTV camera in the lobby area. He explained that there was a company called Ubiquiti who could provide all of these components with a controller which was designed to monitor and manage the network and camera system.

			<p>The controller was around £200 to purchase, access points around £60 and the camera around £80.</p> <p>He explained that the council also needed to take into consideration that there would be costs of around £100 per month for the WIFI & phone system, but this would be offset against the current phone costs. It was noted that these were around £200 per month.</p> <p>Recommendation 10: The Council purchase a router, access points for WIFI in both meeting room and office, CCTV camera and controller system.</p>
Removal	Further to site visit to Pavilion on Weds 8 th June quote prepared for dismantling desks, and furniture, crates etc from Pavilion office and meeting table and approx. 30 chairs to Campus and rebuild at another end	£500.00	<p>The Clerk explained that, although she had only obtained a quotation from Office Right this was the company who moved the council to the Pavilion four years ago and also provided the office tables etc. She explained that they provided the council with a great service last time and were comparable last time with the other quotes sourced</p> <p>The Clerk advised that this quote had been based on the number of crates that the council used last time as it would not be any more than this. The quote for removal was £500 which included the move of the photocopier as well.</p> <p>Recommendation 11: The Council approve the quotation of £500 from Office Right for the office removal.</p>

Rental crates	Based on the requirement when we moved into the Pavilion, so will be similar (less IT crates as laptops now)	£350.00	<p>The Clerk explained that this was based on how many crates the council required last time. She explained that these crates would probably be required for around 3 weeks so that they arrived a week before the move, were available for the week of the move and the week after for unpacking.</p> <p><u>Recommendation 12:</u> The Council order the required rental crates for the office move.</p>
IT support	Clive to give estimate of time to disconnect IT infrastructure, assist packing, and to return to Campus at later date and reconnect (and trouble shoot)	£100.00	<p>It was noted that Clive would be needed to provide IT support during the move.</p> <p><u>Recommendation 13:</u> The Council contract Clive from Avon IT Systems to provide the council with IT support during the office relocation.</p>
Handyman	To provide support for any heaving lifting – other than removal team – and remove things from the walls and make good; and then erect on walls etc at Campus	£600.00	<p>The Clerk highlighted to members that she had declared an interest in this item at the beginning of the meeting as it related to her husband’s company who she was also a director of.</p> <p>The Clerk explained that a handyman was required for heavy lifting and removal of items from walls and making them good again as well as erecting items on the walls at the Campus. The Clerk explained that the walls in the pavilion office and lobby area may need painting as well. She explained that last time the council contracted Andy Strange to provide this service as he had the necessary experience and insurance. It was noted that he was also on the list of the council’s approved contractors to undertake works for the council. Member were happy for Andy Strange to provide this service again for the office move.</p>

			<p>Recommendation 14: To contract Andy Strange to undertake handyman jobs as necessary for the office relocation. If there was a requirement to paint the walls in the office and lobby areas at the pavilion the council to employ someone for a day to undertake this work.</p>
<p>Meeting Chair clean</p>	<p>The meeting chairs were used by the Gompels warehouse staff for their food breaks and could do with freshening up; seeking quotes but perhaps just Jen the cleaner to do on usual hourly rate and materials – once we have moved</p>	<p>£50.00</p>	<p>The Clerk explained that the meeting room chairs were currently located in the old meeting space and could do with a bit of a clean due to their dual use. She had advised that officers had tried to obtain quotes for this, but wondered whether members would be happy to ask the council's cleaner for the pavilion to do it at her hourly rate plus the cleaning materials.</p> <p>Recommendation 15: The council to ask the pavilion cleaner to clean the meeting room chairs.</p>
<p>Deep clean of Pavilion</p>	<p>A deep clean is always booked annually for the summer between the football seasons (for changing rooms etc) but to book for office, kitchen, toilet once we have moved out</p>	<p>£0.00</p>	<p>Members felt that this was part of the contract for cleaning at the pavilion, therefore no amount for this should go towards costs for this project.</p>

Waste Clearance	We may have to have extra collections of Grist commercial waste bins.	£30.00	The Clerk explained that there may be some additional waste clearance required at the pavilion so this needed to be considered.
Confidential Waste	Office Right do a confidential waste clearance, cost is per filled bag, with confirmation of confidential shredding off site. Bags supplied and we will start to fill!		The Clerk explained that Office Right had provided officers with some confidential waste bags so that any items that are confidential can be disposed of appropriately. She hasn't obtained a quote from them yet for these so would ask them for this so this can be added to the overall costs but, they are charged per bag.
Lockable, metal filing drawers for Pavilion kit room	For storing archive paperwork at Pavilion – want lockable to be confidential and metal with closing doors so not a fire risk.	£255.00	The Clerk explained that Office Right had 3x new metal filing draws which needed clearing from their warehouse at a cost of £85 each which included delivery and taking away the old cupboards. She explained that these were lockable and the parish council,s archive could go in them as they locked. The Clerk advised that she wondered whether one of the filing units could be put in the office at the Campus for officers to store the contents of their desks in as well as laptops. Councillor Patacchiola advised that although he wouldn't be opposed to having an extra storage cupboard in the Campus, he doesn't think that it would be necessary for officers to store their laptops as the Campus was an alarmed building. Recommendation 16: The council purchase 3x lockable metal storage filing cabinets at a cost of £85 each from Office Right, to include delivery of the new and removal of the broken cabinets.
Might be worth having one in the office space for storing the chain of office, stamps, cheque books and the laptops etc as more secure. We can get all 3 delivered to the Pavilion (they are only that cheap as they need them out the way) and we can assess as want to clear the kit room sooner rather than later and then they just move the one with the other stuff to the Campus			

Sundry Items	For items such as brackets for TV screens and cable ties etc.	£200.00- Post meeting: This figure was added in post meeting as it was missed off during the meeting.	Councillor Patacchiola advised that there also needed to be a budget for sundry type items such as brackets for TV screens etc.
Post redirect	Will need for at least 6 months after we have moved offices	£216.00- Post meeting: This figure was amended to reflect the recommendation of this meeting. The original figure was £321 for 6-month redirection; however, this working party have recommended that this should be reduced to 3 months.	The Clerk explained that when the council offices moved last time the council redirected their post for six months, but this was expensive. Councillor Patacchiola suggested that the council could keep their existing post box on at the pavilion and post could be collected from the post-box by the Caretaker once a week when he attends the pavilion to carry out his normal duties. The Clerk explained that the council didn't get a lot of post now either as invoices were mostly send via email. Members suggested that the redirect could be done for 3 months instead of 6. Recommendation 17: The council purchase post redirection for up to 3 months and keep the existing post box at the pavilion for the Caretaker to check once a week when he attends the pavilion.
	Total	*£6,761.00	Left in budget £595.53

***Post meeting note:** Upon checking the spreadsheet following this meeting it was discovered that a few costs for the sundry item as this was a new item identified had not been included as well as an amended cost for the post redirection as per the recommendation. This means that the current estimated cost for this project stands at £6,761.00 with £595.53 left in the budget with the corrections made. As per the Clerk's email 16/6/22 the whiteboards were only a price per whiteboard cost, and several would be required which along with some

picture frames. Say 6 x new 1200 x 900 whiteboards at £36.77 each = £220.62 and picture frames for say another £100.

10. To consider quotations for relocation (rental crates, removal, IT support, “handyman” support (Campus & Pavilion), meeting chair clean and note additional costs for standard contractors (deep clean and additional waste clearance)

This item was discussed under agenda item 9 and was included in the above table.

11. To agree programme of dates for move

The Clerk explained that the date the Campus team had given the council to move to the office space was week commencing 25th July which was the last week the council could move in before the Campus was scheduled to open to the public. The Clerk explained that there was a Full Council meeting scheduled for Monday 25th July, so it would not be suitable to move on that date and suggested to members that Thursday 28th July was penciled in to disconnect all of the IT items and move the office furniture etc. The office staff would then be located at the Campus from the 1st August onwards, with some potential unpacking to do during that week. Councillor Patacchiola advised that the council would need to ensure that there would be access to the comms room available for that date.

It was noted that all of the items such as screens, dishwasher and fridge should be scheduled for delivery on site at the Campus between the 25th & 27th July.

The Clerk explained that in terms of meeting dates, there was only a planning meeting scheduled in for August which had already been booked to take place at the Rugby Club. She envisioned that the meetings from September onwards would be at the Campus as long as all of the equipment had been set up and was working by that time.

Recommendation: The council move all of their items into the Campus to include all IT equipment and furniture on Thursday 28th July. From the 1st August the office staff to be located at the Campus offices.

12. To review Lease for signature (if received)

The Clerk explained that no lease had been received and it was unlikely to be available to be approved in time for the Full Council meeting on 20th June. She explained to members that the Campus team had suggested that the draft lease is agreed at Full Council subject to minor changes.

The Clerk explained that it may be the case that the lease has to be signed on Monday 25th July which isn't great as this was the week the council was due to move in. It was explained that there was a possibility of calling a short Full

Council meeting before the July Planning and Highways meeting to look solely at the lease if it was received by then.

13. To consider any queries/correspondence from the Wiltshire Council project team

The Clerk explained that Councillor Patacchiola had spoken to the Campus team directly with regards to the meeting room access and it appears that there may be a solution for this.

Meeting closed at 21:25pm

Signed.....
Chairman, 20th June, 2022

Teresa Strange

From: Stefano Patacchiola
Sent: 15 June 2022 15:25
To: Clive Merritt
Cc: Teresa Strange
Subject: RE: MWPC - Campus IT infrastructure
Signed By: stefano.patacchiola@melkshamwithout.co.uk

Hi Clive, Teresa,

Agree makes sense for the card machine, wasn't even aware we had one!

The UDM I have already includes a 2TB SSD, so that should be more than enough (I think it could record 24/7 at 4k for around 4 cameras and still make 28 days retention!)

I can provide an invoice (with VAT no.) for the switch at £145 and the 4G modem at £120. Both sold as 'refurbished' as they are returned stock, but they are in unopened original boxes, and come with a full warranty as new.

The rest would be at no cost, so I think we are well within the sorts of budgets discussed in our last meeting.

I'm just seeing if there are any of the AV bits around in the restock cupboard too, though they are rarely there for long to be honest, so that might be overly optimistic!

Stefano

Cllr. Stefano Patacchiola
Melksham Without Parish Council

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

From: Clive Merritt <clive@avon-it.co.uk>
Sent: 15 June 2022 08:28
To: Stefano Patacchiola <stefano.patacchiola@melkshamwithout.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: MWPC - Campus IT infrastructure

Hi Stefano,

That does look like a very good setup and if you are prepared to offer the items FOC, it will be a good low cost solution. I have had a quick look at a couple of suppliers and the switch would be around £305 and the 4G modem £265, if we were paying the full RRP. We may also need a hard drive for CCTV storage in the UDM-Pro.

I agree with the proposed configuration. It might be a good idea to encourage all guests to use the Campus Wi-Fi, especially during meetings, to reduce the load on the ADSL/4G connections. The laptops currently use docking stations and Ethernet cables in the office, so depending on the locations of the desks, it may be possible to connect that way instead of

via Wi-Fi.

A separate VLAN for the credit card machine might also be a good idea to help with PCI-DSS compliance, although I think the current machine uses end to end encryption, so the PCI-DSS requirements are less stringent.

Your proposal would enable the council to have a more secure and robust network at a much reduced cost and I would certainly recommend that the council accept it. I think you have covered everything pretty well, but let me know if you would like to discuss anything in more detail.

Clive

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

From: Stefano Patacchiola [mailto:stefano.patacchiola@melkshamwithout.co.uk]

Sent: 14 June 2022 10:06

To: Clive Merritt <clive@avon-it.co.uk>

Cc: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: MWPC - Campus IT infrastructure

Morning Clive;

For the new campus; I'd like to suggest a Ubiquiti Unifi setup. The main reasons are the ability to remotely monitor and administer, increased VPN ability, integration of CCTV, managed WiFi solution and mid-point pricing (between SOHO and ENT).

Kit wise, I was going to suggest:

Router/controller/core switch: UDM-Pro*

Access Switch: US-16-150W

Access Points (x2): UAP-AC-PRO*

Camera: UVC-G3-DOME*

4G Modem: U-LTE-Pro

* I am happy to donate entirely FOC

The switch and 4G modem I can provide a quote for supplying "returned stock" (full warranty) at around 50% RRP or we can source directly from market.

There are cheaper brands of these two items, although I'd certainly recommend the switch is kept as Unifi to maintain the management controls.

Configuration wise; I was going to suggest the UDM connects to both ADSL and 4G (if needed), then route VoIP via the ADSL with QoS, and uses the 4G if needed for less latency sensitive traffic but which may work better with improved bandwidth. A separate vLAN for MWPC devices and guests; perhaps using 802.11q for MWPC issues laptops. Two guest WiFi's one for MWPC affiliation using a PSK and a guest for public which just needs agreement to basic AUP (or they can just use the campus Guest WiFi).

CCTV to alert on motion outside of office hours to App and recording retention 28 days.

Teresa Strange

From: Deborah Bourne <dbourne@communityfirst.org.uk>
Sent: 14 June 2022 11:24
To: Teresa Strange
Subject: RE: Query on councillor donating and supplying at big discount to parish council

Hello Teresa

I am well thank you, hope the same applies to you.

Tricky this one isn't it. Save tax payers some money but is Cllr trying to get an advantage?

Not straight forward, I will refer to London now.

Kind Regards

Deborah Bourne

Deborah Bourne CertHE PSLCC | County Officer | Wiltshire Association of Local Councils www.wiltshire-alc.org.uk

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

From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 14 June 2022 11:18
To: WALCEnquiries <WALCenquiries@communityfirst.org.uk>
Subject: Query on councillor donating and supplying at big discount to parish council

Morning Deborah
Hope all is well.....
I have a quick enquiry please.....

We are moving in a few weeks to the Melksham Campus (the new Wiltshire Council library/sports centre complex) - lucky us, brand new facilities in the centre of town!

We are leasing a suite of rooms as a 3rd party tenant with an initial 10 year lease.

We have a parish councillor who owns and runs a security company in London, providing security systems, CCTV etc and is an agent for AV equipment (cameras, microphones etc).

We just want to check out that it is okay for the following, and how we handle it. It seems a shame for the public purse to have to pay more than needed if as a community member he is happy to donate.

1. To donate free IT equipment including CCTV camera for the office/meeting suite (see * below)
2. To supply at a large discount IT equipment including modem for the office/meeting suite (see below)
3. He/his company is an agent for the AV equipment (camera, microphone etc for filming meetings for streaming and for zoom access) but feels it would not be appropriate to quote? What are your thoughts on this? this is slightly different as a gain to his company although I it would only be done to assist, but I feel giving an order for market value goods is different?. Perhaps we use his expertise to specify and give an opinion/recommendation on the prices quoted?

I suggested last night, that he put the offer in writing, and that he declares an interest and leaves the room when the parish council consider the offer (they meet next Monday).

The councillor is helping us with our specification of the AV and IT requirements too, as you can see from the language below to our IT contractor, it's a different language for us non technical people! So his advice is invaluable but the "man on the omnibus" could raise a concern that he is specifying and supplying?. The email below is to our IT contractor so we do have another independent person to check on this as we don't have the skill set.

We have no worries at all about anything being not above board, far from it, just want to do the right thing, and haven't come across this before, he is also giving up the time to set it all up in the new offices which is another big saving.

We have about £500 in the budget for the IT kit mentioned above and about £800 for the AV equipment.

Many thanks for any advice here,

All the best,

With kind regards, Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Melksham
Wiltshire
SN12 6TL
01225 705700

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

From:

Sent: 14 June 2022 10:06

To: Clive Merritt <clive@avon-it.co.uk>

Cc: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: MWPC - Campus IT infrastructure

Morning Clive;

For the new campus; I'd like to suggest a Ubiquiti Unifi setup. The main reasons are the ability to remotely monitor and administer, increased VPN ability, integration of CCTV, managed WiFi solution and mid-point pricing (between SOHO and ENT).

Kit wise, I was going to suggest:

Router/controller/core switch: UDM-Pro*

Access Switch: US-16-150W

Access Points (x2): UAP-AC-PRO*

Camera: UVC-G3-DOME*

4G Modem: U-LTE-Pro

* I am happy to donate entirely FOC

The switch and 4G modem I can provide a quote for supplying "returned stock" (full warranty) at around 50% RRP or we can source directly from market. There are cheaper brands of these two items, although I'd certainly recommend the switch is kept as Unifi to maintain the management controls.

Configuration wise; I was going to suggest the UDM connects to both ADSL and 4G (if needed), then route VoIP via the ADSL with QoS, and uses the 4G if needed for less latency sensitive traffic but which may work better with improved bandwidth. A separate vLAN for MWPC devices and guests; perhaps using 802.11q for MWPC issues laptops. Two guest WiFi's one for MWPC affiliation using a PSK and a guest for public which just needs agreement to basic AUP (or they can just use the campus Guest WiFi).

CCTV to alert on motion outside of office hours to App and recording retention 28 days.

Let me know your thoughts; free for a call if that is easier.

MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 23rd May 2022 at Melksham Rugby Club, Oakfields, Eastern Way, Melksham at 8.20 p.m.

Present: Councillors. John Glover (Chairman), David Pafford (Vice Chair of Council), Alan Baines, Shona Holt, Richard Wood and John Doel.

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

Housekeeping: Councillor Glover as outgoing Chair of this committee welcomed everyone to the meeting.

Nominations were invited for the Chair of the Finance Committee for 2022/23

36/22 To elect Chair of Finance Committee for 2022/23

Councillor Baines proposed, seconded by Councillor Baines that Councillor Glover be elected as Chair of the Finance Committee.

There were no other nominations.

Resolved: The Council resolved that Councillor Glover be Chair of the Finance Committee for 2022/23.

37/22 To elect Vice-Chair of Finance Committee for 2022/23

Councillor Glover invited nominations for the Vice- Chair of the Finance Committee for 2022/23. Councillor Holt proposed, seconded by Councillor Pafford that Councillor Baines be elected as Vice Chair of the Finance Committee.

There were no other nominations.

Resolved: The Council resolved that Councillor Baines be Vice-Chair of the Finance Committee for 2022/23.

38/22 Apologies

Apologies were received from Councillors Shea-Simonds, who had to attend to a family matter. This reason for absence was accepted.

39/22 Declarations of Interest

Councillor Glover declared an interest in agenda item 11, relating to the Chairman's Allowance.

40/22 Dispensation Requests for this Meeting

None.

41/22 Public Participation

There were no members of the public present

42/22 Finance Policies:

a) To review Finance Regulations

The Clerk advised members that there were a few amendments that needed to be made to the financial regulations to reflect what the council actually did.

These amendments were as follows:

Reg 2.2: This regulation sets out that a non-finance committee member should be attending the office to verify the bank reconciliations at least once a quarter. The Clerk explained that this was currently not being done because the whole council reviewed the bank reconciliations along with the corresponding bank statements once a quarter at their Full Council Meeting. It was also noted that these were included in the public agenda packs for members of the public to have sight of, as well as detailed in the minutes of the meeting.

The Clerk advised that she was awaiting clarification from the internal auditor regarding this and would update the council once she had received this information.

Reg 6.18: The Clerk advised that under this regulation the maximum spend limit in a single transaction on the card was £500, however in the corporate multi pay card policy the limit was stated as £1,500. This would need to be updated to come in line with the policy and the previous resolution to lift the spend limit.

Recommendation 1: The Council amend the maximum corporate multi pay card limit for a single transaction from £500 to £1,500 to reflect the corporate card policy.

Reg 6.19: The Clerk explained that under this regulation it referenced the corporate multi pay card as being a pre-paid card which was inaccurate. It was advised that this needed to be amended to reflect what the card was as stated in the policy, members agreed that the wording of this needed to be changed from 'pre-paid card' to 'corporate multi pay card'.

Recommendation 2: To change the wording of the council card from pre-paid card to corporate multi pay card.

Reg 6.20: It was highlighted that this regulation stated that any corporate credit card or trade account card opened by the council would be specifically restricted to use by the Clerk and RFO (Responsible Finance Officer).

The Clerk advised members that the Caretaker had a Leekes card as well as a Trade UK (Screwfix) card which was contrary to this regulation. The Clerk advised that the Leekes card had not been used in a long time and suggested to members that the council cancel this card.

She wished for a steer from members as to whether they were still happy for the Caretaker to have a Screwfix card. She explained that when the Caretaker needed maintenance items he would use the card, the parish council would then receive the invoice and make payment on the next payment run.

Councillor Glover queried whether the Caretaker received prior approval before he used the card or if there was a spend limit in place. The Clerk advised that this was currently something that was not in place and if the council was happy for the Caretaker to continue using the trade card, they may wish to consider specifying a spend limit.

Members discussed what an appropriate spend limit would be for the card, taking into consideration what type of items he typically purchased. The Clerk advised that it was only normally used for items that cost a minimal amount such as repair items because much larger items such as replacement perspex was ordered by officers. It was felt that a limit of £50 per month should be enough to cover any maintenance items required. If there was anything that the Caretaker needed to purchase above this limit, it would need to have prior approval.

It was highlighted that the current regulation was contradictory to the above suggestion and if the committee were minded to recommend this to Full Council the wording of this regulation would need to be amended to clearly include the Caretaker's use of the card. Members felt that this should be deferred to a future meeting, so that officers could put together some suitable wording to incorporate the Caretaker's use of the Screwfix Card.

Recommendation 3: Officers to bring back some suitable wording to a future meeting to incorporate the Caretaker's use of the Screwfix Card.

Reg 8.3: This regulation states that the Chairman should receive a copy of the bank statements at the same time as the Clerk. It was suggested that there should be an addition to the financial regulation as this was not truly reflective of the council's current procedure. The Clerk explained that even though officers had contacted the banks to request this, they were unable to send out two separate bank statements. She explained that the current procedure was to show the Chairman the bank statements at the next possible opportunity for him to review and counter sign.

Members agreed that the wording for this regulation needed to be updated to state; '*The council will arrange, if possible, with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO. **If this is not possible, the Chairman will be shown the statement as soon as practical and countersign the statement.***'

Recommendation 4: The Council update financial regulation 8.3 to include the following addition: '**If this is not possible, the Chairman will be shown the statement as soon as practical and countersign the statement.**'

- b) To note Finance Risk Assessment has to be undertaken in each financial year, but as completed in Jan/Feb22 to consider undertaking after office relocation (Autumn) due to change in circumstances**

The Clerk advised the committee that the council had to review the risk register every financial year, however this had recently been done in January. She explained that it

would be more suitable for it to be looked at once the council office had moved in to the Campus as this would be a change in circumstances. Members agreed that this was a sensible way forward.

Recommendation: To review the financial risk register once the office had been relocated to the Campus.

c) To note NALC Legal Topic Note for Procurement (updated March 2022)

The Clerk highlighted to members that these were the legal requirements that the council must follow when the council went out to contract.

She explained that the council must go out to tender for any contract over £25,000, however, she had recently discovered that this was inclusive of VAT. She advised that this was a big change as the council claimed back their VAT, so when looking at quotes/contracts the net value was always taken into consideration, not the gross amount. It was acknowledged that this meant that the net value threshold of when the council must go out to tender was now much lower.

Members noted the NALC legal topic note for procurement.

d) To review model/example Tender instruction document and scoring matrix and to consider adopting

Members reviewed the tender instruction documents and scoring matrix from Trowbridge Town Council. The Clerk explained that she had recently attended an SLCC Wiltshire branch meeting where the facility manager from Trowbridge Town Council had given a talk about this document. She explained that time had been spent on this specification to clearly define it and it could easily be adapted to whatever the council needed to go out to tender for.

The Clerk explained that the Berryfield Village Hall construction tender specification was compiled by a project manager, however, this would be very useful for tenders that are for a much lower value where it wouldn't be financially viable to employ a consultant to compile one. It was noted that also included with this example was a scoring matrix detailing how tenders were assessed depending on pricing and quality of tender submission.

Members felt that this should be adopted as a guide for any future tenders.

Recommendation: The council adopt the tender instruction and scoring matrix document as a guide for future use.

e) To consider draft Procurement Policy

The Clerk explained that one of the actions from the Finance Working Party meeting on 10th January (min.378/21) was to produce a procurement policy and bring back to the council for adoption. She explained that as part of the Parish Officer's CiLCA qualification she had produced a draft policy for members to review.

Councillor Baines highlighted that the figures in clause 6h in this policy would need to be amended to reflect the updated figures which came into effect from 1st January 2022 and were published in the NALC legal note for procurement, reviewed under agenda item 6c. It was noted that under the complex requirements in the Public Contracts Regulations 2015 a public service contract over £213,477 or public works contract over £5,336,937 shall comply with all the relevant procurement procedures and requirements under this regulation. These figures would need to replace the outdated figures in the draft policy.

Councillor Baines highlighted that there was a small typo under section 8b which would need to be amended to read '*The register of approved contractors will be **reviewed** periodically.*'

Recommendation: The Council adopt the procurement policy with the amendments highlighted above.

f) To review Payment Card Policy (Council receiving Card Payments)

The Clerk explained that officers were having difficulties with taking card payments at this current time, this was due to the fact that the credit check was unable to be done on the parish council, therefore had to be done on the Clerk personally. This means that the contract has to be in the Clerk's name and not the parish council's. This was also the same with the out of hours mobile phone, therefore, this is in the Clerk's name and the council reimburse her every month. She advised that prior to lockdown this wasn't being used as officers were still trying to find solutions for this issue, this came to a halt when lockdown came as the office was closed so the card system was not needed. The Clerk explained that this payment method would need to be picked back up again, especially once the office moved to the Campus.

The Clerk advised that although officers have had training on the payment card there is a requirement for this to be done on an annual basis, therefore, this will be done again once the card system was in place.

Recommendation: The council adopt the payment card policy.

g) To review Corporate Multi Pay Card Policy (Council making Card Payments)

The Clerk explained that this policy was for the council's card to purchase items. She advised that she was the only officer who had access to the card to make payments as it was in her name. Members noted that on occasions, when the Clerk was not in the office, and officers needed to make a purchase, following her approval she would send the details to them via WhatsApp. Once the transaction was completed the details would be deleted, this was detailed under the council's risk assessment.

Councillor Baines highlighted that a slight amendment needed to be made to the following to read: '*Employees using the MultiPay card shall agree in writing to allow the Parish Council to withhold and deduct amounts owed by the employee **to** the parish council*'.

Recommendation: The council adopt the policy for use of Corporate MultiPay Card to include the amendment as detailed above.

h) To review Investment Policy

The Clerk explained that the council looked at this policy in January and made no changes, but would look at it again once the Berryfield Village Hall project was completed. She explained that she had put this back onto the agenda as it's something that needed to be reviewed once every financial year.

Recommendation: The Council adopt this policy with no amendments.

43/22 Insurance:

a) To review and approve Insurance Cover for year commencing 1st June 2022 (including Cyber Security separate policy)

Members reviewed the insurance cover policy schedule for the commencing year, the Clerk explained that she had received a list of each insurance section and its description of what items were included in each category from the insurance broker. She explained that normally the parish council's categories and the ones listed on the insurance schedule slightly differed, this document gave officers some clarity on what the insurers included in each section so they could ensure that the council had adequate cover for each category.

The Clerk explained that officers conducted an exercise analysing the level of cover detailed on the insurance schedule and cover the council needed as per the asset register. Officers had re-categorised each item on the asset register under the insurance section, to fit in with the new descriptions to ensure the level required for each section was accurate. Once this was done, officers were able to send the amount required for each category, detailing any differences between the policy schedule and asset register to the insurance brokers, so that the schedule could be amended as necessary and re-quote.

The Clerk advised there was two other options with regards to the cover, fidelity and key person cover. She advised that with regards to the fidelity cover it was unable to be increased any further due to the fact that the current insurers had withdrawn from the council insurance sector and did not want to take on any additional risk of this type. The Clerk explained that this has come up because the level of cover was set at £1.5m and she felt that due to several different funding streams expected in the coming months, the cover needed to be increase to £1.75m. She wished to highlight to members that following the explanation from the insurance brokers the level of cover was unable to be increased. Members acknowledged that this was the case. It was noted that the council was currently in a long-term agreement with Pen Underwriting AXA Ltd until 2023.

The Clerk explained that within the policy schedule there was a standard key person cover which was only £250 per week and up to £2,500 per year. The Clerk advised that this type of cover would be used if the council needed a locum clerk to cover and felt that the £250 per week would only pay for a locum to cover for a day. Councillor Glover highlighted that for the short term the existing staff could cover in the Clerk's absence. The Clerk explained that the council would still need additional hours for the staff to

cover the Clerk's duties in this instance. Members noted that the council did also hold a staffing contingency reserve.

The Clerk had enquired with the insurance brokers whether this could be increased and it can be to £400 per week and up to £10,000 per year for an additional cost of £84. The Clerk queried with members whether they wished to increase this level of cover. Members felt that it was worth increasing the key person cover for the additional £84.

The Clerk wished to draw members attention to the fact that the council had recently instructed for the Bowerhill Sports Pavilion to be revalued and was yet to receive this valuation, therefore, it may be higher than what was stated in the policy schedule and would need to be indicated to the insurance company once received.

It was noted that the council have previously taken out a separate cyber security policy and Councillor Patacchiola with his security expertise had been asked a few weeks ago to have a look at the level of cover to ensure that it was adequate for the council's needs.

Resolved: The council accept the level of cover in place as per the insurance policy schedule, but increase the key person cover to £400 per week up to a maximum of £10,000 per year for an additional £84.

b) To consider quotation received for Insurance Cover and appoint provider

Members reviewed the quotation received from the insurance broker, Gallagher on behalf of Pen Underwriting Ltd of £8,750.50 for the council's general insurance. A separate quotation of £319.20 had been received for the council's cyber security insurance which comes under a separate insurance policy with Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks.

Resolved 1: The council approve the quotation of £8,750.50 received from Gallagher for the council's general insurance

Resolved 2: The council approve the quotation of £319.20 received from Gallagher for the council's cyber security.

c) To authorise payment for Insurance Cover commencing 1st June 2022 (under delegated powers)

As per Min.19/22c of the Annual Council meeting on 16th May the Finance Committee has delegated powers to approve and pay for Insurance Cover as this must be paid in time for the cover to start by 1st June 2022.

Resolved 1: The council pay Arthur J. Gallagher, £8,750.50 for insurance cover from Pen Underwriting Ltd for the period 1st June 2022 to 31st May 2023.

Resolved 2: The council pay Arthur J. Gallagher, £319.20 for cyber insurance cover from Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks for the period 1st June 2022 to 31st May 2023.

d) To consider and approve Berryfield Village Hall insurance policy in preparation of the scenario of no management committee in place at time of handover (12th August)

The Clerk advised members that a quotation for an insurance policy for the new Berryfield Village Hall had not yet been received. It was explained that if a management committee for the new Berryfield Village Hall was not in place at the time of hand over the parish council would need to take out an insurance policy. The Clerk explained that if there was a management committee in place by this time, it would be up to that committee to ensure that insurance was in place. It is up to the parish council, like with Shaw Village Hall, to undertake due diligence checks to ensure that the trust has taken out adequate insurance cover.

Councillor Glover highlighted that there will need to be insurance in place at the time of hand over of the building otherwise there will be a period of time where the building was not insured. It was queried whether an insurance policy can be transferred over to the management committee once one was in place. The Clerk explained that she had enquired whether this could happen, however once the lease is signed by the committee the policy has to be in the name of the trust who are managing the building and not the parish council. This means that any insurance policy the parish council take out for the building will have to be cancelled.

The Clerk advised that she can obtain a valuation of the Village Hall from the contract value minus a few aspects so will get a quote from the insurance. Members agreed in principle to put into place an insurance policy for the Berryfield Village Hall and for a quote to be brought back to the June Full Council for approval.

Recommendation: The council agree in principle to take out an insurance policy for the New Berryfield Village Hall in preparation for building handover if a management committee is not in place at the time. The quotation for the insurance policy to be brought back to the June Full Council for approval.

44/22

To note JPAG (Joint Panel on Accountability and Governance) Practitioners' Guide March 21 for the year ending 31st March 22 and the review of the March 22 guide for the year ending 31st March 23 and to confirm which one following for 21/22 reporting as both can be followed

The Clerk explained that the new JPAG is dated March 2022 for the financial year 1st April 2022 onwards, but can be adopted to be used for the 2021/22 financial year. The Clerk explained to members that the council have in the past used the guidance that came out in March each year for the previous financial year, however she cautioned members against applying the March 2022 guide to the 2021/22 financial year. This was due to the fact that the new JPAG guidance states that you should not include the cost to date on buildings under construction on the asset register and only do so once the building was open and able to be used by the public. There was no mention of this in the March 2021 Practitioners guide.

The Clerk also advised that it was the recommendation of the internal auditor to include the building construction value as of the 31st March on the asset register.

The Clerk advised that she had contacted WALC (Wiltshire Association of Local Council's) and queried this. She had received a response to say that their advice would be to include the cost to date as of 31st March on the asset register, therefore comply with the March 2021 JPAG.

Members noted this and agreed to follow the March 2021 JPAG guide for the 2021/22 financial year.

45/22 Statement of Accounts & Accompanying Report 2021/22

a) To note Finance Working party minutes 10th January 2022 (Budget setting) annotated with actual figures for 2021/22

The Clerk explained that she had annotated this document to show the actual year end figures against the anticipated figures at budget setting in January. This was so that members could see any difference between anticipated and actual figures.

Members noted this.

b) To review Statement of Accounts and Accompanying Report for 2021/22

Members reviewed the statement of accounts along with the accompanying reports. The Clerk advised that the land for the new Berryfield Village Hall had been added under the land section in the document.

Under the borrowing section of this document details of of the public works loan taken out for the construction of the new Berryfield Village Hall, to ease cash flow, had been provided. The Clerk wished to highlight this section to members as this was the first time the parish council had to detail any borrowings.

It was noted that as the parish council now have the General Power of Competence there was no restricted maximum level of expenditure under the Local Government Act 1972, s137.

The committee confirmed that they were happy with the figures detailed in the statement of accounts.

c) To review the Bank Reconciliation as at 31st March 2022

Members reviewed the bank reconciliations for each account as of 31st March 2022 and agreed that the bank reconciliations agreed with the bank statements.

The balance of each bank reconciliation as at 31st March 2022 are as follows:

Lloyd's Current Account	£1,027,356.91
Unity Trust Bank	£ 359,517.43
Fixed Term Deposit	<u>£ 0.00</u>
Total	£1,386,874.34

Recommendation: The Council accept the bank reconciliation as of 31st March 2022 as a true record with a closing balance of £1,386,874.34.

d) To review Reserves breakdown as at 31st March 2022

The Clerk advised that herself and the Finance & Amenities Officer had been through the list of reserves and split them between contingency, short term, medium term and whether they were ring fenced for a particular project. The Clerk explained that the council were currently holding circa £1.3m in reserves and felt that the council needed to be transparent in why they were holding this amount. She explained that contingency meant that the funds would be required in this financial year, short term was up to 3 years and medium term was for capital replacement over 3 years. It was noted that there were some reserves that were ring fenced for a particular project such as the Shurnhold Fields Open Space Maintenance s106 funding and £5,000 in the Shurnhold Fields Capital reserve which was an area board grant for the car park improvement project.

Councillor Baines highlighted that the General Reserve of £34,008.00 was lower than the amount councils should hold for their running costs. The Clerk clarified that this was the General Contingency Reserve and not the General Reserve. The General Reserve is the funds that are left at the end of the financial year which was £20,663.00 for the 2021/22 financial year. She explained that the guidance states that councils should have at least 3 months operating running costs. The Clerk advised that in the parish council's Reserve Policy it stated that the council should have one month's running costs and the justification for this was because the amount the council held in earmarked reserves. She explained that if the council stopped today there was money in reserves which could be transferred across to enable the council to use these funds for paying off suppliers etc.

The following reserves had been split between contingency, short term, medium term and ringfenced.

ACTUAL AS AT 31 MARCH 2022	COUNCIL RESERVES	CONTINGENCY/ COMMITTED 2022/23	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£587,857.80	New Hall, Berryfield	£587,857.80			
£5,000.00	NEW RESERVE - To dispose and make good temporary existing portacabin	£5,000.00			

	village hall (Berryfield)				
£4,400.00	Shaw Hall	£4,400.00			
£315,029.94	New Community Centre, East of Melksham	£315,029.94			
£2,856.53	Office accommodation/ relocation	£2,856.53			
£1,200.00	Photocopier replacement	£1,200.00			
£42,615.36	B'hillSports Field & Pavilion maintenance. LONG TERM REPLACEMEN T OF CAPITAL ITEMS	£5,000.00	£5,000.00	£32,615.36	
£22,213.00	B'hillSports Field & Pavilion maintenance. ANNUAL SUM MOVED INTO ACCOUNT TO MAKE UP SHORTFALL	£18,000.00	£4,213.00		
£0.00	Shaw Playing Field - Improvement Project				
£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMEN T		£20,000.00	£20,000.00	
£10,000.00	Shurnhold Fields (ex George Ward Playing Field)	£10,000.00			£5000 RINGFENCED

	project CAPITAL				
£6,000.00	Recreation & Sports Facility Enhancement	£6,000.00			
£10,850.00	Defibrillator replacement every 6 years		£10,850.00		
£4,000.00	General Highway & Footpath / Lighting		£4,000.00		
£5,450.00	Legal fees	£5,450.00			
£765.67	Community Projects/Match Funding	£765.67			
£14,000.00	Elections	£14,000.00			
£9,850.00	Contingency - staffing	£9,850.00			
£29,116.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low value street furniture items	£29,116.00			
£34,008.00	General Contingency	£34,008.00			
£5,000.00	Contribution to Wiltshire Council /Env Agency bid to DEFRA for flood protection in Whitley/Shurnho Id		£5,000.00		

£45,302.08	CIL (Community Infrastructure Levy) ringfenced funding	£24,500.00	£20,802.08		
£317.82	NEW RESERVE- 10% CIL Sharing pot with MTC		£317.82		
£29,068.47	NEW RESERVE - Sandridge Solar Farm	£17,379.00	£11,689.47		
£81,988.60	Shurnhold Fields Open Space Maintenance Contribution	£1,700.00	£5,100.00	£75,188.60	RING FENCED
£2,148.21	NEW RESERVE - COVID GRANTS FROM WILTSHIRE COUNCIL (2ND)		£2,148.21		
£1,309,037.48		£1,092,112.94	£89,120.58	£127,803.96	
			£1,309,037.48		

Recommendation: The Council approve the reserve breakdown.

e) To review receipts and spend of CIL (Community Infrastructure Levy) for 2021/22

Members reviewed the receipts and spend on CIL for 2021/22. It was noted that the Neighbourhood Plan was adopted on 8th July 2021 which meant that there was an additional 10% of CIL payable to the parish council for any future new developments. As the Melksham Neighbourhood Plan was a joint project with Melksham Town Council it has been agreed that any additional CIL payments received by both councils would go into a sharing pot for future projects. To benefit from the additional CIL, the Neighbourhood Plan has to have been adopted before Wiltshire Council receive any CIL receipts from a new development. In the 2021/22 financial year there was only one development that this applied to which was the Oakley Farm erection of Farm Shop) 18/05266/Ful, with £317.82 of the £794.54 received going into the CIL sharing pot.

Recommendation: The parish council report the following CIL income and expenditure for 2021/22.

CIL income received in 2021/22

Land adjacent to 489a Semington Road 18/07286/FUL	£ 4,222.48
Oakley Farm (erection of Farm Shop) 18/05266/FUL	£ 794.54
Blenheim Park 20/04037/FUL	£ 519.31
Shaw Country House 21/01601/FUL	£ 676.24
Land adjacent to 490 Semington Road 19/10143/REM	£ 201.81
	£ 6,414.38

CIL spent in 2021/22

Shurnhold Field project - Capital expense	£ 952.15
Top up art contribution (Pathfinder Place Information Board)	£ 50.00
Drinking water fountain (Bowerhill Sports Field)	£ 3,088.24
Street furniture/play area benches	£ 1,711.00
Replacing Wiltshire Council bins	£ 1,172.10
	£ 6,973.49

Transfers to Earmarked Reserve:

10% CIL Sharing pot with Melksham Town Council	£ 317.82
Bowerhill Sports Field Reserve	£ 5,000.00
	£ 5,317.82

CIL Reserve as at 1st April 2021

	£ 51,179.14
CIL income received in 2021/22	£ 6,414.38
CIL spent in 2021/22	- £ 6,973.49
CIL transferred to Earmarked Reserves	- £ 5,317.82
CIL Reserve as at 31st March 2022	£45,302.21

f) To review spend of Sandridge Solar Farm funding for 2021/22

Members reviewed the spend from the Sandridge Solar Farm for 2021/22. It was noted that the council had to provide details each year of what the Solar Farm funds had been spent on and report this back to the Solar Farm owners.

It was anticipated that the council would use some of this fund for testing the drinking water fountain once installed, however the fountain was not installed in this financial year. Although the council intend to use the solar farm funding for the running cost of items, it had previously been felt that this could be used for the purchase of a new bus shelter on Falcon Way, Bowerhill as this was in the radius of the solar farm, however this was yet to be purchased.

Recommendation: The parish council report the following Sandridge Solar Farm income and expenditure for 2021/22:

The Sandridge solar farm funding received in 2021/22 was a one-off payment of £14,850.31. This fund was spent on the following in 2021/22:

Tree Works and bat survey- Bowerhill Sports Field	£ 2,188.50
Erection of SID on fortnightly basis	£ 685.00
Weedspraying	£ 2,744.00
Play Area/ MUGA Safety Surfacing clean	£ 2,930.00
Play Area replacement safety surfacing, equipment & benches	<u>£14,787.34</u>
Total spend 2021/22	£23,334.84

g) To note advice of NALC re work under construction and approve Asset Value figure for year ending 31st March 2022

The Clerk explained to members that on one of the internal auditors visits he advised that the council would need to include the work in progress figure for the new Berryfield Village Hall on the asset register. As already discussed under agenda item 8, officers had reviewed the new JPAG document which came out in March 2022 and found that it contradicted the internal auditor's advice.

It was noted that although the JPAG dated March 2022 was for the 2022/23 financial year it could also be applied to the 2021/22 financial year.

The Clerk subsequently raised a query with NALC (National Association of Local Councils) and included their response as part of the agenda papers. It was noted that the advice from NALC was to not apply the 2022 guide to the 2021/22 financial year and the value up to 31st March should be included in the asset register.

Therefore, the asset register value as at 31st March 2022 was £591,426.

h) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2022

Recommendation: The Council approve the Statement of Accounts and Annual Report for the year ending 31st March 2022.

i) To recommend for approval Local Government Transparency Code Compliance Report for 2021/22

The Clerk explained that this was a document that the council produced each year as a transparent way of publishing how the council met the requirements of the Transparency Code. She explained that the only thing that had a gap was the ratio of the Clerk's remuneration to the median of the rest of the staff. She highlighted that this was calculated on everyone's earning and not their full-time equivalent, which seemed unreasonable as some members of staff worked part time, whereas others worked full time, so was not an accurate reflection. This has been worked out as 7.2:4.5 ratio and would be subsequently added to this document.

The Clerk advised under the land section; the new Berryfield Village Hall had been included. As per the recommendation of the internal auditor to publish the Chairman's allowance on the website, this information has also been included in this document.

Recommendation: The Council approve the Local Governance Transparency Code Compliance Report for 2021/22 with the inclusion of the ratio as confirmed above.

46/22 Audit:

a) To note no action to be taken as result of External Audit report for 2020/21

The Committee noted that there had been no recommendations from the External Auditors for 2020/21.

b) Internal Auditor's reports for 2021/22 (To note review of visit 20/10/21 and consider report following 2nd visit 24/02/22 and submission of year end figures 06/05/22)

Members noted the reports from the internal auditor, it was acknowledged that the council had already reviewed the report from October. The Clerk explained that although the council have already seen the internal audit report for the first visit it was a requirement for them to see it again and this would also need to go to the full council for review.

The Clerk explained that following the second visit there were only two observations on the year end internal auditor report. The first being that the council must publish details of members allowance paid on the website, which has been done. Secondly, the council must consider whether they include the working value of the new Berryfield Village Hall on the asset register. Members noted that this had been discussed at this meeting and have recommended to full council that this figure should be included.

c) To note feedback from Internal Control councillor visit (w/c 16th May)

The Clerk explained that the council had to be satisfied that it had effective internal control. It was explained that Councillors Baines and Holt both separately undertook this exercise in the office. Both Councillors were shown the income spreadsheet for the allotments, football income and any other income for things such as ad-hoc photocopying or payments made by Melksham Town Council for their share of the cost of Shurnhold Fields or the Neighbourhood Plan. The staff payroll spreadsheet was also presented to both Councillors on this visit for them to confirm that it matched what was being reported as paid to HMRC.

Councillor Baines reported that he had undertaken a spot check on the Allotment income and all was in order. Councillor Holt confirmed that she had undertaken the same procedure and was satisfied with the evidence of controls in place.

d) To consider effectiveness of internal control

Following the confirmation above from both Councillor Baines and Holt, members were satisfied that the internal controls in place were effective.

e) To note guidance from External Auditors

Members noted the guidance from the External Auditors. The Clerk confirmed that the council would need to submit documents that were required in list 4, intermediate level, as income and expenditure was over £200,000.

f) To consider answers to Section 1 (Annual Governance Statement) of External Audit documentation (Full Council will also need to consider separately when they meet on 20th June)

It was noted that as a corporate body the Council had to understand and acknowledge this statement and be able to answer yes to all the questions. The Clerk advised that she would prefer these statements to be read out one by one at full council so that everyone fully understood what they were answering to.

Recommendation: The questions in Section 1 of the Annual Governance Statement 2021/22 to be answered “yes” by the Full Council on 20th June, 2022

g) To recommend for approval by Full Council the External Audit Annual Return and additional information requested

The Clerk also explained that anything that is a variation of 15% more or less than last year’s figures needed an explanation. A full breakdown of the variances was explained in a separate document and provided to members in their agenda packs.

It was noted that Box 3 Total Other Receipts were much higher this year due to the fact that the council received the public works loan for the new Berryfield Village Hall and also 25% of £500,000 (index linked) as specified in the S106 for the hall. These receipts were not received in the previous financial year.

Box 6 All Other Payments was much higher this year largely due to costs associated with the construction of the new village hall.

Box 9 Fixed Assets was also much higher in this financial year than last year due to including the valuation figure for the village hall as of 31st March 2022 onto the asset register. Officers had also identified that the footpath installed at Hornchurch Road public open space had been omitted previously, so this was added to the asset register.

Recommendation: The figures in Section 2 of the Annual Governance & Accountability Statement and accompanying documents be approved by the Full Council on 20th June, 2022.

h) To note key dates for Exercise of Public Rights

It was noted that the public had a right to view the published accounts. The dates set for the period for the exercise of public rights commence on Monday 27th June 2022 and end on Friday 5th August 2022.

47/22 To note Chairman’s Allowance for 2021/22 and consider Chairman’s Allowance for 2022/23 bearing in mind PAYE implications

Councillor Glover as chairman wished to explain to members that due to receiving this allowance it has subsequently took him into the next tax band bracket, therefore, increasing the amount of tax he has to pay. He suggested not paying him the

allowance directly and using it for things such as the remembrance wreath and he would make a claim for reimbursing expenditure. The Clerk explained that the chairman's allowance had to go through PAYE and the idea of this allowance was to ease the burden on the chairman having to claim back expenses. She also advised that when the statutory guidance changed to state that the chairs allowance had to go through PAYE the council had increased the allowance to cushion the tax implications. It was advised that the allowance was normally increased to reflect the members percentage increase at Wiltshire Council.

The Clerk advised members that although the council could pay for things such as the remembrance wreath on the Chairman's behalf, the allowance was also a recognition that the chairman was making phone calls and taking time out to represent the council at events which were less tangible amounts to claim back.

Councillor Glover explained that the full chairman's allowance as a whole didn't take him over the tax bracket, but it seemed to be how the allowance was paid as it was a much larger sum paid on a quarterly basis.

This item was discussed in detail and it was felt that the chairman's allowance should be paid monthly for this financial year to see if it resolves this issue.

The Clerk wished to draw members attention to the fact that in 2021/22 the allowance was uplifted by 1.75% in line with the staff increase and the Wiltshire Council's members allowance.

Recommendation: To pay the Chairmans allowance every month for the 2022/23 financial year to see if it resolves the issues as discussed above.

48/22 To review Council's and Staff subscriptions for 2022/23

Members reviewed the list of staff subscriptions for 2022/23, it was noted that there was £1,750.00 in the budget, with all of the subscriptions included it was estimated that the total cost would be £1,751.17.

Recommendation: The Council and Staff Subscriptions for 2022/23 are approved as follows:

Subscription	Amount budgeted
WALC & NALC	£1,114.17
SLCC (ILCM included)	£300.00
LCR	£40.00
Open Spaces	£45.00
CPRE	£40.00
Community First	£45.00
Fields In Trust	£45.00
Wilts & Berks Canal Trust	£40.00
Clerks & Councils Direct	£12.00

TransWilts	£20.00
Wiltshire Village Hall Association	£50.00
TOTAL	£1,751.17

49/22 To review and approve list of regular payments for authorisation for 2022/23 (as per Fin Reg 5.6)

As per financial regulation 5.6 the council must review the list of regular payments each year. Member confirmed that they were happy with the list presented to them.

Recommendation: The council to approve the list of regular payments

50/22 To review and approve Direct Debits & Standing Orders for 2022/23

Members reviewed the list of direct debits and standing orders for 2022/23. For transparency the committee was also provided with a print out from the banks detailing what direct debits and standing orders were set up.

Recommendation: The council approve the list of direct debits and standing orders for 2022/23.

51/22 Financial Services Compensation Scheme (FSCS): Updated advice

The Clerk explained that she had previously advised the council that money held in the bank was covered up to a maximum of £85,000 under the small local authority section. She had since seen subsequent guidance which categorised the criteria that makes a council eligible as a small local authority. Unfortunately, the parish council do not meet the criteria as councils are required to have an annual budget of under 500,000 euros to be covered which currently precludes the parish council.

Meeting closed at 21.49pm

Signed.....
Chairman, Monday 20th June 2022

Melksham Without Parish Council

Interim Audit Date: 20/10/2021



Internal Audit Detailed Analysis 2021-22

Year End Audit Date 24/02/2022

Internal Control Objective	Negative Analysis					Responses				Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	1	0	0	4	1	0	0	1
Accounting system	0	0	0	0	0	2	0	0	0	0
Record keeping	0	0	1	0	0	1	1	0	0	1
Minutes	0	0	0	0	0	1	0	0	0	0
Other	0	0	0	0	0	0	0	0		0
B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	0	0	1	0	0	32	1	4	1	1
Financial Regulations & Standing Orders	0	0	0	0	0	10	0	0	0	0
RFO	0	0	0	0	0	4	0	0	0	0
Powers	0	0	0	0	0	0	0	2	0	0
Payment Controls	0	0	0	0	0	7	0	0	1	0
Expenditure Controls	0	0	1	0	0	0	1	2	0	1
VAT Compliance	0	0	0	0	0	2	0	0	0	0
Credit/Debit Cards	0	0	0	0	0	3	0	0	0	0
Tenders	0	0	0	0	0	3	0	0	0	0
Grants	0	0	0	0	0	3	0	0	0	0
Other	0	0	0	0	0	0	0	0		0
C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	0	0	2	0	1	7	3	0	1	3
Risk	0	0	0	0	1	3	1	0	0	1
Minutes	0	0	0	0	0	2	0	0	0	0
Insurance	0	0	0	0	0	1	0	0	1	0
Internal Controls	0	0	1	0	0	1	1	0	0	1
Other	0	0	1	0	0	0	1	0		1
D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	0	0	0	0	0	13	0	1	1	0
Budget & Precept setting	0	0	0	0	0	6	0	0	0	0
Auditors Reports	0	0	0	0	0	1	0	1	1	0
Accounting Statements	0	0	0	0	0	2	0	0	0	0
Budget monitoring	0	0	0	0	0	1	0	0	0	0
Reserves	0	0	0	0	0	3	0	0	0	0
Other	0	0	0	0	0	0	0	0		0
E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	0	0	0	0	0	11	0	11	0	0
Investments	0	0	0	0	0	3	0	1	0	0
Fees & Charges	0	0	0	0	0	3	0	0	0	0
Leases	0	0	0	0	0	2	0	0	0	0
Debt control	0	0	0	0	0	0	0	1	0	0

2021-22 Melksham Without Parish Council Internal Audit

	Billing & Collection	0	0	0	0	0	1	0	3	0	0
	Precept	0	0	0	0	0	0	0	0	0	0
	Cash income	0	0	0	0	0	0	0	3	0	0
	VAT Compliance	0	0	0	0	0	2	0	3	0	0
	Other	0	0	0	0	0	0	0	0	0	0
F	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	0	0	0	0	0	0	0	9	0	0
	Accounting	0	0	0	0	0	0	0	3	0	0
	Payment controls	0	0	0	0	0	0	0	3	0	0
	Reimbursement	0	0	0	0	0	0	0	2	0	0
	Reporting	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
G	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	0	0	0	1	0	21	1	1	0	1
	Contracts	0	0	0	0	0	3	0	0	0	0
	PAYE	0	0	0	0	0	3	0	1	0	0
	Deductions	0	0	0	0	0	1	0	0	0	0
	Pension	0	0	0	0	0	2	0	0	0	0
	Members Allowances	0	0	0	1	0	5	1	0	0	1
	Accounting	0	0	0	0	0	2	0	0	0	0
	Changes to terms and conditions	0	0	0	0	0	1	0	0	0	0
	Payroll Approval	0	0	0	0	0	2	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
H	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	0	1	0	0	0	3	1	4	2	1
	Asset Register	0	0	0	0	0	1	0	0	1	0
	Additions & Disposals	0	1	0	0	0	1	1	1	0	1
	Verification	0	0	0	0	0	0	0	0	1	0
	Accounting	0	0	0	0	0	1	0	0	0	0
	Investments & Loans	0	0	0	0	0	0	0	3	0	0
	Other	0	0	0	0	0	0	0	0	0	0
I	<i>Periodic bank account reconciliations were properly carried out during the year.</i>	0	1	1	0	0	10	2	4	0	1
	Preparation	0	0	0	0	0	4	0	0	0	0
	Review	0	1	1	0	0	3	2	0	0	1
	Cash balances	0	0	0	0	0	0	0	4	0	0
	Accounting	0	0	0	0	0	3	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	0	0	0	0	0	6	0	3	0	0
	Accounting basis	0	0	0	0	0	1	0	0	0	0
	Prior year	0	0	0	0	0	1	0	0	0	0
	Current Year	0	0	0	0	0	1	0	0	0	0
	Creditors	0	0	0	0	0	1	0	0	0	0
	Accounting Statements	0	0	0	0	0	1	0	1	0	0
	Stocks	0	0	0	0	0	0	0	1	0	0
	Debtors	0	0	0	0	0	1	0	0	0	0

2021-22 Melksham Without Parish Council Internal Audit

	PWLB	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0
K	<i>If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"</i>	0	0	0	0	0	0	3	0	0
	Council Resolution	0	0	0	0	0	0	1	0	0
	Criteria	0	0	0	0	0	0	1	0	0
	Publication	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0
L	<i>If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.</i>	0	0	0	0	0	0	7	0	0
	Expenditure publication	0	0	0	0	0	0	1	0	0
	AGAR publication	0	0	0	0	0	0	3	0	0
	Member responsibilities	0	0	0	0	0	0	1	0	0
	Assets publication	0	0	0	0	0	0	1	0	0
	Publication of Minutes	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0
M	<i>The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	0	0	0	0	5	0	0	0
	Publication	0	0	0	0	0	1	0	0	0
	Commencement	0	0	0	0	0	1	0	0	0
	Duration	0	0	0	0	0	2	0	0	0
	Other	0	0	0	0	0	0	0	0	0
N	<i>The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0
	Publication	0	0	0	0	0	4	0	1	0
	Approval	0	0	0	0	0	3	0	0	0
	Other	0	0	0	0	0	0	0	0	0
O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	0	0	5	0
	Meetings	0	0	0	0	0	0	0	2	0
	Accounting	0	0	0	0	0	0	0	2	0
	Statutory Returns	0	0	0	0	0	0	0	1	0
	Other	0	0	0	0	0	0	0	0	0
	Total	0	2	5	1	1	119	9	53	5

Melksham Without Parish Council

Internal Audit Summary 2021-22

Interim Audit Date: 20/10/2021

Year End Audit Date 24/02/2022



Internal Control Objective	Negative Analysis					Responses				Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	1	0	0	4	1	0	0	1
B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	0	0	1	0	0	32	1	4	1	1
C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	0	0	2	0	1	7	3	0	1	3
D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	0	0	0	0	0	13	0	1	1	0
E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	0	0	0	0	0	11	0	11	0	0
F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	0	0	0	0	0	0	0	9	0	0
G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	0	0	0	1	0	21	1	1	0	1
H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	0	1	0	0	0	3	1	4	2	1
I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	0	1	1	0	0	10	2	4	0	1
J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	0	0	0	0	0	6	0	3	0	0
K <i>If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"</i>	0	0	0	0	0	0	0	3	0	0
L <i>If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.</i>	0	0	0	0	0	0	0	7	0	0

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
M	<i>The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	0	0	0	0	5	0	0	0	0
N	<i>The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	0	0	5	0	0
Total		<u>0</u>	<u>2</u>	<u>5</u>	<u>1</u>	<u>1</u>	<u>119</u>	<u>9</u>	<u>53</u>	<u>5</u>	<u>8</u>

Melksham Without Parish Council

Financial Year 2021-22



IAC Audit and Consultancy Ltd

Visit date: 24- February -2022

Year End Internal Audit Observations

G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The Council has published the details of Members Allowances paid in accordance with Regulation 15 (3) of Members Allowances Regulations 2003.	<i>At the date of the pre year end audit visit the Council had not published the details of Members Allowances paid as required under Regulation 15 of Members Allowances Regulations 2003. This was subsequently done and a link to relevant page of the website was provided to the auditor.</i>	Council to note.	Low	

H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Assets purchased / disposed of have been added to / removed from asset register	<i>The Council has incurred costs in relation to new Berryfield Village Hall which is currently under construction. The cost incurred to date have not yet been added to the Councils asset register. For 2021-22 the Guidance on whether to include this in the register is unclear, however the 2022 Practitioners Guide (which can be adopted early) states that assets should only be included in the asset register when complete. The Council has received guidance from NALCs Accounts and Audit advisor that the asset should be included in the asset register as at 31st March 2022. (This view is also shared by the Internal Auditor)</i>	The Council to Consider whether to include the Asset Under Construction in the asset register as at 31st March 2022 prior to determined the value of assets to be stated in Box 9 of the Annual Accounting Statements.	High	

The Clerk
Melksham Without Parish Council
The Sports Pavilion
Westinghouse Way
Bowerhill
Melksham
Wiltshire
SN12 6TL

10-May-22

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2021/22, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives F, K, L and O and we are required to explain why we have done this.

- *The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash.*
- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2020/21.*
- *The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Melksham Without Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Melksham Without Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	680,961	1,009,568	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	221,234	217,977	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	371,674	673,315	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	116,539	115,605	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	52,594	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	147,762	402,961	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,009,568	1,329,700	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,023,306	1,386,874	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	303,010	591,426	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	445,500	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

J. Arange
16th June 2022.

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

MELKSHAM WITHOUT PARISH
COUNCIL

STATEMENT OF ACCOUNTS

AND

SUPPORTING STATEMENT

31ST MARCH 2022



Melksham without Parish Council 2021/22

Income and Expenditure Account for Year Ended 31st March 2022

31st March 2021		31st March 2022
	Income Summary	
221,234	Precept	217,977
<u>221,234</u>	Sub Total	<u>217,977</u>
	Operating Income	
58,319	General Account Income	18,187
5,000	Parish Amenities	497,529
0	Community Support	2,736
1,869	Jubilee Sports Field Income	9,593
2,223	Allotment Income	2,405
304,263	CIL	6,414
0	S106	136,450
<u>592,908</u>	Total Income	<u>891,292</u>
	Running Costs	
19,432	Administration costs	21,388
106,417	Staffing	106,424
72,185	Parish Amenities	367,267
36,044	Community Support	32,480
3,500	Joint Ventures	3,050
24,010	Jubilee Sports Field Expenditu	38,781
2,714	Allotment Expenditure	1,770
<u>264,302</u>	Total Expenditure	<u>571,159</u>
	General Fund Analysis	
6,136	Opening Balance	16,049
592,908	Plus : Income for Year	891,292
<u>599,044</u>		<u>907,340</u>
264,302	Less : Expenditure for Year	571,159
<u>334,742</u>		<u>336,181</u>
318,693	Transfers TO / FROM Reserves	315,518
<u>16,049</u>	Closing Balance	<u>20,663</u>

Summary Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>General Account</u>						
Income	879,293	240,017	(639,276)			366.3%
Expenditure	530,608	572,104	41,496	0	41,496	92.7%
Net Income over Expenditure	<u>348,685</u>					
plus Transfer from EMR	312,454					
less Transfer to EMR	494,827					
Movement to/(from) Gen Reserve	<u>166,312</u>					
<u>Jubilee Sports Field</u>						
Income	9,593	5,720	(3,873)			167.7%
Expenditure	38,781	26,392	(12,389)	0	(12,389)	146.9%
Net Income over Expenditure	<u>(29,188)</u>					
plus Transfer from EMR	2,188					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>(26,999)</u>					
<u>Allotment Account</u>						
Income	2,405	2,513	108			95.7%
Expenditure	1,770	1,871	101	0	101	94.6%
Net Income over Expenditure	<u>635</u>					
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>635</u>					
Grand Totals:-						
Income	891,292	248,250	(643,042)			359.0%
Expenditure	571,159	600,367	29,208	0	29,208	95.1%
Net Income over Expenditure	<u>320,133</u>	<u>(352,117)</u>	<u>(672,250)</u>			
plus Transfer from EMR	314,642					
less Transfer to EMR	494,827					
Movement to/(from) Gen Reserve	<u>139,948</u>					

16/06/2022

Melksham without Parish Council 2021/22

12:30

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

31st March 2021		31st March 2022
	Current Assets	
4,786	Debtors	970
4,677	VAT Control A/c	35,059
0	Prepayments	350
859,649	Current Account 02027655	1,027,357
163,656	Unity Bank	359,517
1,032,768		1,423,253
	1,032,768 Total Assets	1,423,253
	Current Liabilities	
10,468	Creditors	1,595
10,009	Accruals	89,052
2,223	Receipts in Advance	2,405
500	Holding Deposits	500
23,201		93,553
	1,009,568 Total Assets Less Current Liabilities	1,329,700
	Represented By	
16,049	General Reserves	20,663
244,957	New Hall Berryfield Contingenc	587,858
2,857	Office Accomodation Cntng	2,857
40,030	B'hill Sf Capital	42,615
16,500	Shaw PA Surf&Equip Cntng	0
6,000	Recr&Sport Facility Cntng	6,000
4,000	EMR Gen Highway/Footpath/L'ing	4,000
5,450	EMR Legal Fees	5,450
766	EMR Community Projects	766
37,553	Sandridge Solar Farm	29,068
14,000	Election Cntng	14,000
9,850	Staffing Cntng	9,850
4,400	Shaw Hall	4,400
40,000	Play Area Surf/Eqp Contingency	40,000
10,000	Shurnhold Fields Capital	10,000
30,000	Replacemnt/Renewal Council As.	29,116
35,608	New General Contingency Reserv	34,008
10,850	Defib & Battery Replacment	10,850
51,179	CIL	45,302
9,339	Sports field Annual sum	22,213

16/06/2022

Melksham without Parish Council 2021/22

12:30

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

84,920	EMR Shurnhold Fields project	81,989
315,030	EMR New Community Centre East	315,030
800	Photocopier Replacement	1,200
5,000	Flood Prevention Funding	5,000
9,431	EMR Covid Grants	2,148
5,000	Old Berryfield Hall Disposal	5,000
0	EMR 10% sharing Pot with MTC	318
<u>1,009,568</u>		<u>1,329,700</u>

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 New Hall Berryfield Contingenc	244,957.18	342,900.45	587,857.63
322 Office Accomodation Cntng	2,856.53		2,856.53
323 EMR New Pavilion Bowerhill	0.00		0.00
324 EMR Bowerhill Youth Club	0.00		0.00
325 Use 326	0.00		0.00
326 B'hill Sf Capital	40,030.00	2,585.36	42,615.36
327 Shaw PA Surf&Equip Cntng	16,500.00	-16,500.00	0.00
328 Recr&Sport Facility Cntng	6,000.00		6,000.00
329 EMR Gen Highway/Footpath/L'ing	4,000.00		4,000.00
330 EMR Legal Fees	5,450.00		5,450.00
331 Legal Fees Cntng	0.00		0.00
332 EMR Community Projects	765.67		765.67
333 Sandridge Solar Farm	37,553.00	-8,484.53	29,068.47
334 Election Cntng	14,000.00		14,000.00
335 Staffing Cntng	9,850.00		9,850.00
336 Shaw Hall	4,400.00		4,400.00
337 Play Area Surf/Eqp Contingency	40,000.00		40,000.00
338 Shurnhold Fields Capital	10,000.00		10,000.00
339 Replacemnt/Renewal Council As.	30,000.00	-884.00	29,116.00
340 New General Contingency Reserv	35,608.00	-1,600.00	34,008.00
341 Defib & Battery Replacment	10,850.00		10,850.00
342 CIL	51,179.01	-5,876.93	45,302.08
343 Sports field Annual sum	9,339.00	12,874.00	22,213.00
344 CIL 2016 2017	0.00		0.00
345 EMR Area board grant	0.00		0.00
346 EMR Age Friendly Project	0.00		0.00
347 EMR Shurnhold Fields project	84,919.56	-2,930.96	81,988.60
348 EMR New Community Centre East	315,029.94		315,029.94
349 Photocopier Replacement	800.00	400.00	1,200.00
350 Flood Prevention Funding	5,000.00		5,000.00
351 EMR Covid Grants	9,431.00	-7,282.79	2,148.21
352 Old Berryfield Hall Disposal	5,000.00		5,000.00
353 EMR 10% sharing Pot with MTC	0.00	317.82	317.82
	993,518.89	315,518.42	1,309,037.31

**MELKSHAM WITHOUT PARISH COUNCIL
SUPPORTING STATEMENT FOR THE YEAR ENDING 31ST MARCH 2022**

1. ASSETS

Assets are defined as all items of land, buildings, vehicles, plant and equipment. At 31st March 2021 the asset value was £303,010. During 2021/22 there were disposals of assets valuing £2,900 and new assets totaling £291,316 which gives a total asset value of £591,426 at 31st March 2022. The main asset addition is the valuation of the new village hall at Berryfield currently under construction, as at 31st March 2022 of £237,846.

A full asset register is held by the parish council, which gives details of all the assets and the changes during the financial year. It also shows the insurance value of each item, as different from its asset value which is shown at its purchase price in line with statutory guidance. The assets were insured at a value of £1,713,601.42 from 1st June 2021 to 31st May 2022.

A summary of the assets held as at 31st March 2022 is detailed below:

Buildings	£255,762
Chain of Office/Chairman's Board	£1,380
General Contents	£460
Fencing/Gates	£22,934
Land	£37,254
Machinery/Tools	£442
Office Furniture/Equipment/Contents	£20,954
Outside Equipment	£2,586
Other Surfaces	£23,093
Sports Equipment	£9,767
Play Area & Playing Field Equipment/Safety Surfacing	£120,671
Street Furniture	£93,623
War Memorial	£2,500
	<u>£591,426</u>

2. LEASES

Office Lease: In February 2018, the landlord of the parish council's office and meeting accommodation at Crown Chambers, 7 Market Place, Melksham gave the council formal notice of the end of their lease. At the end of August 2018, the parish council relocated to temporary office accommodation at their own Sports Pavilion at Bowerhill Sports Field and remain committed to moving into new dedicated office and meeting accommodation at the planned Wiltshire Council Melksham Community Campus which is due to open in Autumn 2022.

Beanacre Play Park Lease: In September 2006, the Council completed a 99-year lease with the Salisbury Diocese for an area of land at Beanacre to install a new Play Area, with a peppercorn rent of £10 per annum payable to St Barnabas Church. A memorandum to this Lease was added in January 2010 to give vehicular right of way to a double access gate for grass cutting and to adjust mowing arrangements re the church car park.

Shaw Village Hall Lease: A new lease was drawn up between the Parish Council and the Shaw Village Hall Committee for a 14-year term, which was signed in April 2011. Under the terms of the new lease, an annual peppercorn rent of £10 is be due to the Parish Council, payable in advance on the 1st April each year; this commenced on 1st April 2011.

Allotment Sites, Berryfield & Briansfield: On 16th March 2011 Farm Business Tenancies were signed for the land the Council rents from a local landowner and also for the land that the same landowner rents from the Council (see 6. Tenancies). A Pre-emption agreement was also signed, in which the local landowner agreed to grant first option to the Parish Council to purchase the land it current leases under its new Farm Business Tenancy agreement, if he decides to sell the land at a future date. The Pre-Emption agreement on his title has been registered with the Land Registry. This is the land that the Parish Council uses for the Allotment Site known as Briansfield. The Farm Business Tenancies expired on 16th March 2016 and have not been renewed as they continue after the term expiry date as a statutory periodic tenancy from year to year, which is what both parties wanted to achieve at this stage i.e.: to continue as they are but with the ability to end the agreements with a year's notice. This way forward was considered best by both parties at present due to the uncertainty moving forward with any plans for enabling development for the "Melksham Link" canal project that may come forward.

In addition, the Parish Council has some leases for devolved service for play areas owned by Wiltshire Council, for a period of 6 years and 9 months, with the aim of taking on the eventual ownership of Kestrel Court play area. The Berryfield play area is subject to part of the Wilts & Berks Canal Melksham Link project, and the community asset transfer of that piece of land has been identified for transfer to the Wilts & Berks Canal Trust.

The following table lists all the land that the parish council has an interest in, whether leased or owned.

Your Ref	UPRN	Address	Leasehold/ Freehold	Comments
Berryfield Allotment	010014605796	Land North West Of 606c, Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Leased Under Farm Business Tenancy	Registered Title: WT182400
Brainsfield Allotment	200001306521	Land At Berryfield Lane, Melksham, Wiltshire, SN12 6EH	Leased Under Farm Business Tenancy	Registered Title: WT86100
Parish Council owned farm land		Land To Rear Of 611 Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Freehold, and leased to other party under Farm Business Tenancy	
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Devolved service lease from	WT15924

			Wiltshire Council	
Shaw Village Hall	200001307391	Village Hall, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
Shaw Play area & MUGA (Multi Use Games Area)	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee	Due to the Health & Safety of the play area this is maintained, inspected and insured by the Parish Council
Bowerhill Pavilion	010091542306	Pavilion Adjacent To Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold	Registered Title: WT273424
QEII Diamond Jubilee Bowerhill Sports Field & MUGA (Multi Use Games Area)	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond Jubilee Field)	
Berryfield Park (Village Hall)	010008202014	Berryfield Hall, Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	Registered Title: WT276080 Car Park is on Selwood Housing owned land
Berryfield Park Play Area		Berryfield Hall, Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	There is no UPRN allocated to this piece of land
Hornchurch Road MUGA (Multi Use Games Area)	200001305236	Land Adjacent To Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land owned by Wiltshire Council	Registered Title: WT295277 The MUGA is inside the Boundary of this UPRN
Hornchurch Road Play Area	200001305236	On Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land transferred to Melksham Without Parish Council in April 2018	Registered Title: WT203411 "Part of land on west side of Bowerhill lane, Bowerhill, Melksham". The Play Area is inside the

				Boundary of this UPRN.
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese via St Barnabas Church	
Shurnhold Fields		Ex George Ward School Playing fields, Land to the North of Dunch Lane, Melksham, Wiltshire, SN12 8DQ	Land transferred to Melksham Without Parish Council in March 2019	Registered Title: WT444026 Joint project with Melksham Town Council, land in Melksham Without Parish Council name as lead council on project
Berryfield Village Hall		Land at Telford Drive, Berryfield	Land transferred to Melksham Without Parish Council in October 2021 from Bellway	Registered Title: WT433346

3. TENANCIES

During the year 2021/22 the following tenancies were held for Allotments:

Council as Landlord

- a) The Council is the landlord for 3.9 acres (1.58 hectares) land rented from the Council by a local landowner. Under the Farm Business Tenancies that were signed on the 16th March 2011, (expired 16th March 2016), it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent is due for collection for 2021/22.

- b) The Council is the landlord to the Allotment tenants for Berryfield Allotments with 35 current tenants and for Briansfield Allotments with 35 current tenants. Details of agreement terms and tenancies are given in the Council Allotment Register. The Allotment rent applicable for the Allotment Year commencing 1st October 2020 to 30th September 2021 was £30 for 5 perches and £30 for 5 perches from 1st October 2021 to 30th September 2022. Vacant plots are let in conjunction with the waiting list and plots are given to Tenants from outside the parish boundary, if there are no residents on the waiting list. For existing Tenants from outside the parish boundary the rent will continue to be 2 x standard rent unless as a result of the boundary review under the Community Governance Review which came into effect 1st April 2018.

Council as Tenant

The Council is the tenant for the land rented from a landowner at Berryfield for Berryfield and Briansfield Allotments. Under the Farm Business Tenancies that were signed on the 16th March 2011, (expired 16th March 2016) it has been

agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent was due for collection for 2021/22.

4. BORROWINGS

As part of the new Bowood View development in Berryfield there was the provision in the S106 agreement for a new village hall, with either the developers building this themselves while on site or transferring a specified amount to the parish council. Unfortunately, the developers did not wish to construct this themselves and therefore opted to transfer the £500,000 index linked, as stated in the S106, for the parish council to build this themselves. The parish council went out to tender for this project in March 21, with this being overseen by the project manager for the project Arthur Williams.

Following this process, the parish council felt that for ease of cash flow and the fact that they wished for the construction to go ahead while construction was underway in the development, they should apply for a public works loan. In May 2021 the parish council consulted residents of the parish on their intention of apply for a public works loan for this project.

Following the public consultation, in June 2021 the parish council resolved at their Full Council meeting to apply for a public works loan totaling £495,000 over a 5-year period at a fixed rate term. In September 2021 the parish council received notification from the Public Works Loan Board that their application for £495,000 over a five-year period using EIP repayments had been accepted.

At the Full Council meeting on Monday 13th December 2021 (Min. 212/21d) the parish council resolved for the loan application to be signed by the Chairman and Clerk.

The council have made the following loan repayments in 2021/22:

£49,500.00- Capital Loan repayment (March 2022)
£ 3,093.75- Interest Repayment (March 2022)

5. SECTION 137 PAYMENTS

At the Full Council meeting on 24th January 2022 the parish council resolved and confirmed that they met the eligibility criteria for the General Power of Competence (Min.391/21). The Localism Act 2011 gives councils the power to do anything an individual can do provided that it is not prohibited by other legislation. As the council now holds the General Power of Competence it is not restricted to a maximum level of expenditure under the Local Government Act 1972, s137.

6. AGENCY WORK

The Council is currently not involved in agency work.

7. FINANCIAL PARTNERSHIP

The Council worked on several joint ventures with Melksham Town Council and contributed £1,458.21 for the joint Neighbourhood Plan (a 30% share). The joint Melksham Neighbourhood Plan received £7,440 of Locality grant funding in 2021/22 which was held and drawn down from the Melksham Town Council bank account, as lead Council on the project.

The parish council had also agreed to pay towards the maintenance and running costs of the Market Place public conveniences (50% share with Melksham Town Council up to a total of £7,500). As the invoice for 2021/22 had not been received by year end the figure was estimated at being £7,500, which is based on the fact that this was the maximum amount the parish council agreed to pay.

The parish and town councils continued work on their joint project to develop the ex-George Ward secondary school playing fields (one field in each parish) from Persimmon Homes. The project plan is to develop the fields into a more usable public open space, and have been named "Shurnhold Fields". The parish council is the lead council for this project, and therefore the land was transferred legally to the parish council and came with an open space maintenance contribution of £97,834 of which £2,500 was for legal fees. This is for maintenance costs in perpetuity and is held in a ringfenced Reserve by the parish council. The spend in 2020/21 on this project was £2,930.96 from the open space maintenance contribution Reserve, and the parish council's share of capital expenditure (50% share) was £952.15 which was funded by CIL (Community Infrastructure Levy).

8. ADVERTISING AND PUBLICITY NEWSLETTERS

The following costs were incurred during the year:

- £498.80 Advertising
- £495.00 Quarterly Newsletters

9. MEMBERS' ALLOWANCES

The Council agreed to pay the Chairman an Allowance of £816.04 for 2021/22 which was in line with the 1.75% staff increase. No other councilors receive an allowance.

10. SUPERANNUATION

The parish council participate in the Wiltshire Pension Fund and has operated a Superannuation Scheme for employees since 22nd June 1999. The cost of Employer Superannuation during 2021/22 was £16,057.17 for three of the Council's five employees (two employees have opted out of the scheme).

11. VAT

The VAT incurred for the financial year 2021/22 was £56,771.99. To minimize the burden of VAT upon certain public bodies and the taxpayers who fund them, Section 33 of the VAT Act 1994 includes special provisions under which these bodies can claim a refund of the VAT they have incurred on their non-business activities. £21,715.96 (Qtr 1,2 &3) was refunded during 2021/22 and the remaining £35,056.03 (Qtr 4) refunded on 09/05/22 following the year end closedown of the accounts. The VAT incurred for Qtr 4 is considerably higher than previous quarters due to the building works commencing for the Berryfield Village Hall on 4th January 2022.

With regard to the expenditure for the Bowerhill Sports Field, the Council is able to recover all the VAT that it incurs in respect of the land as an "Open Space" as this constitutes a "non-business" activity. The recovery of the VAT that the Council incurs in respect of the "Sports Field & Pavilion" may or may not be recoverable dependent on the amount incurred. The de-minimus limit which is currently set by the Inland Revenue is £7,500 and therefore the VAT

in respect of the Sports Field is way under this threshold. The income for paid use of the facilities was £9,593 with the facilities also used as public open space and the parish council's office accommodation.

During 2015/2016 the Council applied and received from HMRC a dispensation from registering for VAT as supplies are infrequent and the value of supplies is small.

12. (CIL) COMMUNITY INFRASTRUCTURE LEVY:

There is a legal requirement for the Parish Council to publish and inform Wiltshire Council as the Local Authority, what it has spent any CIL monies on.

CIL income received in 2021/22

Land adjacent to 489a Semington Road (4 dwellings) 18/07286/FUL	£4,222.48
Oakley Farm (erection of Farm Shop) 18/05266/FUL	* £ 794.54
Blenheim Park 20/04037/FUL	£ 519.31
Shaw Country House 21/01601/FUL	£ 676.24
Land adjacent to 490 Semington Road 19/10143/REM	<u>£ 201.81</u>
	£6,414.38

The Melksham Neighbourhood Plan was adopted on 8th July 2021 which means that there is an additional 10% CIL payable to the parish council on any new developments in the parish. To benefit from the additional CIL the Neighbourhood Plan has to have been adopted before Wiltshire Council receive any CIL receipts from developments. It has been agreed that due to the fact that the Melksham Neighbourhood Plan was a joint partnership between Melksham Town Council and the Parish Council, the additional 10% that both councils receive on any future development will be put into a sharing pot for joint projects. For 2021/22 the only development which this applies to was Oakley Farm 18/05266/FUL with £317.82 of the £794.54* received transferred into the 10% sharing pot reserve.

CIL spent in 2021/22

Shurnhold Field project - Capital expense	£ 952.15
Top up art contribution (Pathfinder Place Information Board)	£ 50.00
Drinking water fountain (Bowerhill Sports Field)	£ 3,088.24
Street furniture/play area benches	£ 1,711.00
Replacing Wiltshire Council bins	<u>£ 1,172.10</u>
	£ 6,973.49

Transfers to Earmarked Reserve:

10% CIL Sharing pot with Melksham Town Council	£ 317.82
Bowerhill Sports Field Reserve	<u>£ 5,000.00</u>
	£ 5,317.82

CIL Reserve as at 1st April 2021

CIL Reserve as at 1 st April 2021	£ 51,179.14
CIL income received in 2021/22	£ 6,414.38
CIL spent in 2021/22	- £ 6,973.49
CIL transferred to Earmarked Reserves	- <u>£ 5,317.82</u>
CIL Reserve as at 31st March 2022	£ 45,302.21

13. SANDRIDGE SOLAR FARM COMMUNITY FUNDING:

The Community Benefit from Sandridge Solar Farm is £1million over 25 years, which equates to £40,000 per year. This amount is divided between the parishes surrounding it proportionately calculated by the number of dwellings within a 2.75km radius of the centre of the Solar Farm. Within the agreement there is a requirement for the Parish Council to report back to Sandridge Solar Farm owners what they have spent the funding on.

The Sandridge solar farm funding received in 2021/22 was a one-off payment of £14,850.31. This fund was spent on the following in 2021/22:

Tree works and bat survey - Bowerhill Sports Field	£ 2,188.50
Erection of SID on fortnightly basis	£ 685.00
Weedspraying	£ 2,744.00
Play Area/ MUGA Safety Surfacing Clean	£ 2,930.00
Play Area replacement safety surfacing, equipment and benches	<u>£ 14,787.34</u>

TOTAL SPEND IN 2021/22 **£23,334.84**

14. RESERVES:

The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and has a Reserves Policy that sets out how the Council determines and reviews the level of such reserves and how they will be used. Reserves are categorised as **earmarked** (held for a specific purpose), or **general** (held to cushion the impact of uneven cash flows or unexpected events). The Parish Council has agreed that these Reserves shall be further classed as either **Short Term** (for use within 3 years), **Medium Term** (for use over 3 years) and **Ring Fenced** (can only be used for specific projects or assets).

Earmarked Reserves as at 1st April 2021	£ 993,518.89
Less Spend from Earmarked Reserves during 2021/22	- £ 356,858.02
Plus Funds transferred to Earmarked Reserve 2020/21	£ 672,376.61
Earmarked Reserves as at 31st March 2022	<u>£1,309,037.48</u>
General Reserve as at 31st March 2022	<u>£ 20,663.00</u>
TOTAL RESERVES as at 31st March 2022	£1,329,700.48

Ear Marked Reserve Analysis as at 31st March 2022

ACTUAL AS AT 31 MARCH 2022	COUNCIL RESERVES	CONTINGENCY/ COMMITTED 2022/23	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£587,857.80	New Hall, Berryfield	£587,857.80			
£5,000.00	NEW RESERVE - To dispose and make good temporary existing portacabin village hall (Berryfield)	£5,000.00			
£4,400.00	Shaw Hall	£4,400.00			
£315,029.94	New Community Centre, East of Melksham	£315,029.94			
£2,856.53	Office accommodation/relocation	£2,856.53			
£1,200.00	Photocopier replacement	£1,200.00			
£42,615.36	B'hills Sports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS	£5,000.00	£5,000.00	£32,615.36	
£22,213.00	B'hills Sports Field & Pavilion maintenance. ANNUAL SUM MOVED INTO ACCOUNT TO MAKE UP SHORTFALL	£18,000.00	£4,213.00		

£0.00	Shaw Playing Field - Improvement Project				
£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT		£20,000.00	£20,000.00	
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00			£5000 RINGFENCED
£6,000.00	Recreation & Sports Facility Enhancement	£6,000.00			
£10,850.00	Defibrillator replacement every 6 years		£10,850.00		
£4,000.00	General Highway & Footpath / Lighting		£4,000.00		
£5,450.00	Legal fees	£5,450.00			
£765.67	Community Projects/Match Funding	£765.67			
£14,000.00	Elections	£14,000.00			
£9,850.00	Contingency - staffing	£9,850.00			
£29,116.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low value street furniture items	£29,116.00			
£34,008.00	General Contingency	£34,008.00			

£5,000.00	Contribution to Wiltshire Council /Env Agency bid to DEFRA for flood protection in Whitley/Shurnhold		£5,000.00		
£45,302.08	CIL (Community Infrastructure Levy) ringfenced funding	£24,500.00	£20,802.08		
£317.82	NEW RESERVE- 10% CIL Sharing pot with MTC		£317.82		
£29,068.47	NEW RESERVE - Sandridge Solar Farm	£17,379.00	£11,689.47		
£81,988.60	Shurnhold Fields Open Space Maintenance Contribution	£1,700.00	£5,100.00	£75,188.60	RING FENCED
£2,148.21	NEW RESERVE - COVID GRANTS FROM WILTSHIRE COUNCIL (2ND)		£2,148.21		
£1,309,037.48		£1,092,112.94	£89,120.58	£127,803.96	
			£1,309,037.48		

Signed

Council Chair

.....
Responsible Financial Officer

Dated

.....

Melksham Without Parish Council

Sports Pavilion, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL

01225 705700

www.melkshamwithout.co.uk

Clerk & Responsible Financial Officer: Teresa Strange Email: clerk@melkshamwithout.co.uk

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,116,339.34					1,116,339.34	
V2743-BACS	Banked 03/05/2022	1.52						
V2743-BACS	John Glover	1.52			1130	110	1.52	Inv.284- Girlguiding print
V2743-ERRO	Banked 03/05/2022	-1.52						
V2743-ERRO	John Glover	-1.52			1130	110	-1.52	Inv.284- Photocopying ERROR
V2743-BACS	Banked 03/05/2022	1.57						
V2743-BACS	John Glover	1.57			1130	110	1.57	Inv.284-Girlguiding print
V2730-BACS	Banked 12/05/2022	1,440.00						
V2730-BACS	Future of Football	1,440.00			1210	210	1,440.00	Inv.286-Easter camps & Trainin
V2731-BACS	Banked 12/05/2022	600.00						
V2731-BACS	Future of Football	600.00			1210	210	400.00	Inv.280 March 22
					1210	210	200.00	Inv.281- April
V2732-BACS	Banked 13/05/2022	10.00						
V2732-BACS	Shaw Village Hall	10.00			1120	110	10.00	Inv.283- Annual rent
V2733-BACS	Banked 16/05/2022	30.00						
V2733-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield 17B Allotment rent
V2734-BACS	Banked 17/05/2022	2,061.54						
V2734-CIL	Wiltshire Council	2,061.54			1420	350	1,655.28	CIL-18/03329- 406C 1of1
					1420	350	406.26	19/10934-406C The Spa 1of1
V2735-BACS	Banked 25/05/2022	49,996.61						
V2735-BACS	HM Revenue & Customs	49,996.61			105		35,059.03	VAT Recla-Qtr 4-1.1.22-31.3.22
					105		14,937.58	VAT -Month 1-1.4.22-30.4.22
V2736-BACS	Banked 27/05/2022	70.00						
V2736-BACS	Staverton Rangers (Sun)	70.00			1210	210	60.00	27th March
					1210	210	10.00	part inv.282
Total Receipts for Month		54,209.72	0.00	0.00			54,209.72	
Cashbook Totals		<u>1,170,549.06</u>	<u>0.00</u>	<u>0.00</u>			<u>1,170,549.06</u>	

Payments for Month 2

Nominal Ledger

<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>
03/05/2022	Grist Environmental	V2727-DD	120.88		20.16	4770	220	100.72	Inv.548-B'hill Waste away
23/05/2022	Sirus Telecom	V2729-DD	249.55		41.59	4190	120	207.96	Inv.60575- Office phone charge
24/05/2022	Eon	V2728-DD	167.65		7.98	4302	220	159.67	Inv.0010-Pavilion electricity
27/05/2022	Unity Bank	CHQ-6092	400,000.00				220	400,000.00	To top up Unity Trust Bank
Total Payments for Month			400,538.08	0.00	69.73			400,468.35	
Balance Carried Fwd			770,010.98						
Cashbook Totals			<u>1,170,549.06</u>	0.00	<u>69.73</u>			<u>1,170,479.33</u>	

Receipts for Month 2

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 :		270,267.61					270,267.61	
	Banked 27/05/2022	400,000.00						
CHQ-6092	Current Account & Instant Acc	400,000.00			200		400,000.00	To top up Unity Trust Bank
V2737-BACS	Banked 27/05/2022	120.00						
V2737-BACS	AFC Melksham	120.00			1210	210	60.00	Inv.281- 10th April 22
					1210	210	60.00	Inv.281- 17th April 22
Total Receipts for Month		400,120.00	0.00	0.00			400,120.00	
Cashbook Totals		<u>670,387.61</u>	<u>0.00</u>	<u>0.00</u>			<u>670,387.61</u>	

Payments for Month 2

Nominal Ledger

<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>
03/05/2022	Agilico	V2675-BACS	175.14		29.19	4130	120	145.95	Inv.859- Office photocopying
03/05/2022	JH Jones & Sons	V2676-BACS	1,604.65		267.44	4402	320	60.15	2733- Allotment Grass cut
						4400	142	221.90	2733- Play Area grass cut
						4780	142	52.50	2733- Play area bin empty
						4781	220	79.58	2733- JSF Bin emptying
						4401	220	692.17	2733- JSF Grass cutting
						4400	142	34.66	2733- Kestrel Court Shrub
						4409	142	163.33	2733- Hornchurch grass cut
						4820	142	32.92	2733-Shurnhold Fields grass cu
03/05/2022	JH Jones & Sons	V2677-BACS	132.00		22.00	4490	142	110.00	Inv.2742- Mar r'about mainte
03/05/2022	JH Jones & Sons	V2678-BACS	336.00		56.00	4740	220	280.00	Inv.2717- Pitch spiking
03/05/2022	Office Right Business Solution	V2679-BACS	360.00		60.00	4200	120	300.00	Inv.94521-Meeting room move
03/05/2022	Wiltshire Publication	V2680-BACS	83.52		13.92	4230	120	69.60	Inv.337-Annual parish newslett
03/05/2022	WALC	V2681-BACS	1,337.00		222.83	4650	170	685.00	Inv.163-WALC
						4650	170	429.17	Inv.163- NALC
03/05/2022	Community Heartbeat Trust	V2682-BACS	91.20		15.20	1190	142	76.00	Inv.11888- Pads Bowerhill V Ha
03/05/2022	Phillip J Alford	V2683-BACS	78.00		13.00	4721	220	65.00	Inv. 5025- Tap repair pavilion
03/05/2022	Vita Play Ltd	V2684-BACS	3,960.00		660.00	4385	142	400.00	Inv.3378- Beanacre Play Area
						4385	142	700.00	Inv.3378- Shaw Play Area
						4385	142	600.00	Inv.3378- Berryfield Play Area
						4385	142	700.00	Inv.3378- Kestrel Court Play
						4385	142	700.00	Inv.3378-Hornchurch Road Play
						4385	142	200.00	Inv.3378- Sports Field MUGA
03/05/2022	Jens Cleaning	V2685-BACS	277.00			4381	220	277.00	Inv.1063- Feb & March cleaning
03/05/2022	Royal Images	V2686-BACS	88.80		14.80	4150	120	74.00	Inv.41219- 2x queen photos
03/05/2022	JH Jones & Sons	V2687-BACS	824.34		137.39	4721	220	686.95	2766- Elm removal & fence repl
03/05/2022	Wellers Hedley	V2688-BACS	1,120.00		180.00	4582	142	940.00	Land transfer fees BYF V Hall
03/05/2022	Shaw Village Hall	V2689-BACS	500.00			4620	170	500.00	Grant payment- roof repairs
03/05/2022	Berryfield Village Hall	V2690-BACS	18.00			4200	120	12.00	Wednesday 13th April 22
						4200	120	6.00	Thursday 21st April
03/05/2022	HM Revenue & Customs	V2691-BACS	2,040.78			4041	130	672.52	Period 1- April 2022
						4000	130	357.00	Period 1- April 2022-T
						4000	130	292.55	Period 1- April 2022-NI
						4020	130	130.80	Period 1- April 2022-T
						4020	130	130.50	Period 1- April 2022-NI
						4010	130	149.00	Period 1- April 2022-T
						4010	130	143.21	Period 1- April 2022-NI
						4460	142	151.20	Period 1- April 2022-T
						4800	320	14.00	Period 1- April 2022-T

Continued on Page 3

Payments for Month 2

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/05/2022	Wiltshire Pension Fund	V2692-BACS	1,673.16			4045	130	1,260.87	Period 1- April 2022
						4000	130	197.01	Period 1- April 2022
						4020	130	104.86	Period 1- April 2022
						4010	130	110.42	Period 1- April 2022
03/05/2022	Teresa Strange	V2693-BACS	████████			4000	130	████████	April 2022 Salary
						4155	120	9.90	Refreshments for Annual Parish
03/05/2022	Lorraine McRandle	V2694-BACS	████████			4020	130	████████	April 2022 Salary
03/05/2022	Marianne Rossi	V2695-BACS	████████			4010	130	████████	April 2022 Salary
03/05/2022	Terry Cole	V2696-BACS	████████			4460	142	████████	April 2022 Salary
						4050	142	47.50	April 2022 travel allowance
						4051	142	32.40	Mileage x 72 miles
03/05/2022	David Cole	V2697-BACS	████████			4800	320	████████	April 2022 Salary
03/05/2022	Melksham Town Council	V2698-BACS	114.22			4680	170	114.22	Inv. 4785- NHP Balance 30%
03/05/2022	Arian design	V2699-BACS	1,708.80		284.80	4590	142	517.00	Inv.7557-Replacement Shaw V Ha
						4590	142	812.00	Inv.7557-Replacement Pilot Pub
						4590	142	95.00	Delivery
03/05/2022	Glasdon U.K Limited	V2700-BACS	492.29		82.05	4785	142	410.24	Inv.019-Bin- Burnt Cottages
03/05/2022	BTA Architects	V2701-BACS	480.00		80.00	4582	142	400.00	Inv.2144- Architect service Ap
06/05/2022	Rigg Construction	V2709-BACS	69,718.19		11,619.70	4582	142	58,098.49	Inv.22- Certificate 4- BYF V H
17/05/2022	Unity Trust Bank	V2726-DD	486.72		47.75	4120	120	6.60	Postage for planning meeting
						4150	120	64.84	A4 Paper x4
						4150	120	6.23	A4 Pads
						4250	120	3.00	BYF Village Hall land check
						4582	142	11.25	BYF V Hall RAL Colour
						4175	120	68.40	Office 365 subscription
						4120	120	29.70	Full Council agenda pack
						4150	120	14.08	2x photo frames
						4150	120	13.32	Pems
						4150	120	4.57	Black ribbon
						4150	120	6.04	Pens for loose leaf book
						4150	120	16.62	Large tablecloth
						4150	120	12.33	A3 Paper
						4200	120	11.99	Meeting room subscription
						4582	142	146.74	New address for BYF V Hall
						4150	120	20.26	Blue and green paper
						4140	120	3.00	Monthly fee
20/05/2022	Roy Dobson	V2710-BACS	31.15		5.19	4820	142	25.96	Shurnhold Fields mower petrol
						347	0	-25.96	Shurnhold Fields mower petrol
						6000	142	25.96	Shurnhold Fields mower petrol

Total Salaries for April 2022

£5,740.99

Continued on Page 4

Payments for Month 2

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/05/2022	Wiltshire Council	V2711-BACS	48.00			4560	142	48.00	Inv.177- Flood Warden DBS Chec
20/05/2022	HM Revenue & Customs	V2712-BACS	2,282.64			4041	130	751.59	Period 2- May 2022
						4000	130	419.00	Period 2- May 2022-T
						4000	130	336.37	Period 2- May 2022-NI
						4020	130	182.60	Period 2- May 2022-T
						4020	130	166.74	Period 2- May 2022-NI
						4010	130	134.00	Period 2- May 2022-T
						4010	130	132.74	Period 2- May 2022-NI
						4460	142	151.20	Period 2- May 2022-T
						4800	320	8.40	Period 2- May 2022-T
20/05/2022	Wiltshire Pension Fund	V2713-BACS	1,804.18			4045	130	1,359.11	Period 2- May 2022
						4000	130	218.51	Period 2- May 2022
						4020	130	120.72	Period 2- May 2022
						4010	130	105.84	Period 2- May 2022
20/05/2022	Agilico	V2719-BACS	134.06		22.34	4130	120	111.72	Inv.986-Office photocopying
20/05/2022	JH Jones & Sons	V2720-BACS	1,604.65		267.44	4402	320	60.15	Inv.2788-Allotment Grass cutti
						4400	142	221.90	Inv.2788-Play Area grass cutti
						4780	142	52.50	Inv.2788-Play Area bin empty
						4781	220	79.58	Inv.2788-JSF Bin emptying
						4401	220	692.17	Inv.2788-JSF Grass cutting
						4400	142	34.66	Inv.2788-Kestrel Shrub Mainten
						4409	142	163.33	Inv.2788-Hornchurch Grass cut
						4820	142	32.92	Inv.2788-Shurnhold Fields gras
						347	0	-32.92	Inv.2788-Shurnhold Fields gras
						6000	142	32.92	Inv.2788-Shurnhold Fields gras
20/05/2022	JH Jones & Sons	V2721-BACS	264.00		44.00	4490	142	220.00	Inv.2789-R'about maintenance
20/05/2022	Melksham RFC	V2722-BACS	200.00			4200	120	50.00	Inv.0417-Room hire 11th April
						4200	120	50.00	Inv.0417-Room hire 25 April
						4200	120	50.00	Inv.0417-Room hire 9 May
						4200	120	50.00	Inv.0417-Room hire 16 May
20/05/2022	Open Spaces Society	V2723-BACS	45.00			4650	170	45.00	Subscription 2022-23
20/05/2022	Rialtas Business Solutions Ltd	V2724-BACS	669.60		111.60	4185	120	558.00	Inv.660-21/22 Year end closedo
20/05/2022	Clerks & Councils Direct	V2725-BACS	12.00			4650	170	12.00	2022/23 subscription
27/05/2022	Teresa Strange	V2714-BACS	████████			4000	130	████████	May 2022 Salary
						4120	120	57.00	1st Class stamps
27/05/2022	Lorraine McRandle	V2715-BACS	████████			4020	130	████████	May 2022 Salary
27/05/2022	Marianne Rossi	V2716-BACS	████████			4010	130	████████	May 2022 Salary
27/05/2022	Terry Cole	V2717-BACS	████████			4460	142	████████	May 2022 Salary
						4050	142	47.50	May 2022 Travel allowance
									Total Salaries May 2022
									£6,048.09

Continued on Page 5

Payments for Month 2

Nominal Ledger

<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>
27/05/2022	David Cole	V2718-BACS				4051	142	40.50	Mileage x90 miles
30/05/2022	Arthur J Gallagher	V2738-BACS	8,750.50			4800	320		May 2022 Salary
30/05/2022	Arthur J Gallagher	V2739-BACS	319.20			4281	142	319.20	Inv.235-Parish insurance
30/05/2022	Rigg Construction	V2740-BACS	141,021.41		23,503.57	4582	142	117,517.84	Inv.235-Sports Field insurance
30/05/2022	BTA Architects	V2741-BACS	480.00		80.00	4582	142	400.00	Inv.235-Cyber Security
31/05/2022	Teresa Strange	V2742-S/O	5.30		0.88	4190	120	4.42	Inv.2158-BYF V Hall-Certificate 5
									Inv.2158-BYF V Hall architect
									May 22 out of hours mob remimb
Total Payments for Month			257,395.38	0.00	37,841.09			219,554.29	
Balance Carried Fwd			412,992.23						
Cashbook Totals			670,387.61	0.00	37,841.09			632,546.52	

Receipts for Month 2

Nominal Ledger Analysis

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

Payments for Month 2

Nominal Ledger

<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	

BACS REMITTANCE ADVICE



Melksham Without Parish Council
c/o Mrs Teresa Strange
Sports Pavillion
Westinghouse Way, Bowerhill
Melksham
SN12 6TL

Business Services - Finance
PO Box 4385
TROWBRIDGE
BA14 4DS

www.wiltshire.gov.uk
Payment Enquiries Telephone: **01225 713640**
Email: **bsaccountspayable@wiltshire.gov.uk**

Payment will be made in to your bank account two to three working days after receiving this advice. BACS remittances are no longer be sent by post. Please contact bsaccountspayable@wiltshire.gov.uk to arrange for your remittance to be sent by email. The Council takes part in the Audit Commissions National Fraud Initiative. Your information may be shared to combat fraud.

Vendor Number: 123866 Payment ID: EBW02
Vendor Name: Melksham Without Parish Council
Payment Date: 13.05.2022 Total paid to your bank: £ 2,061.54

Invoice Date	Your Ref/Invoice Number	Our Invoice Ref	Deductions (CIS/Discount) (in GBP £)	Amount Paid (in GBP £)
01.05.2022	18/03329/REM TR CIL-18/03329/REM Tranche 1 of 1 Garden of 406 C	1903298860	0.00	1,655.28
01.05.2022	19/10934/FUL TRA CIL-19/10934/FUL Tranche 1 of 1 406 C The Spa Mel	1903298861	0.00	406.26
Total				2,061.54



Shaw & Whitley Queen's Platinum Jubilee Fair – CAWS Update, 14 June 2022

The Numbers...

- 18 Commercial Traders
- 11 Charity/Community Stalls
- 10 Side Shows
- 37 Donated Raffle Prizes
- 15 Local Sponsors
- 3 Music Acts
- 30 Classic Cars
- 200 Competition Entries
- 45 Volunteers
- 2,500 Raffle Tickets Sold
- 210 Burgers Sold
- 150 Sausages Sold
- 50 Vegan Burgers Sold
- 556 Alcoholic Drinks Sold (Bar)
- 278 Soft Drinks Sold (Bar)
- “Millions” of Smoothies Sold
- 80 Pieces of Cake Sold

And...

- Approx. 2,000 attendees over the course of the afternoon
- It cost £2,200 to put on the event, but...
- Nearly £5,000 raised for Community Projects

We Met Our Objectives...

Published Objectives	Status	Comments
1. Create an opportunity for the residents of all our local communities to re engage with each other and celebrate the Queen's Platinum Jubilee.	Achieved	The event was visited by a very large number of people over the course of the afternoon from Shaw and Whitley but also the surrounding villages and towns, including Atworth, Frome, Melksham, Holt and elsewhere. The event provided opportunities for people to meet, sit, talk, and enjoy the various attractions, food and drink and other stalls. Many people commented on how enjoyable the event was and in particular the chance to meet up with people they had not met for a long time because of Covid etc. The Create a Crown Competition and the overall theme of the event helped to make the celebration of the jubilee a real success.
2. Provide residents with a safe and fun day that is suitable for everyone.	Achieved	The overwhelming feedback from visitors was that the event was excellent with a range of stalls, music, food, drink and activities which meant there was "something for everyone". There were no safety issues on the day.
3. Promote local businesses, community, craft and voluntary groups.	Achieved	With over 25 local businesses and a dozen community and voluntary groups in attendance or represented, and over 20 raffle prize donors from local businesses and individuals, there was plenty of opportunity to promote our local commercial and voluntary economies. We are confident awareness of all these offerings has increased significantly as a consequence of the event and already have example of residents seeking out these organisations since the event.
4. Encourage visitors to the wider Melksham area	Achieved	The event was extremely well attended. Whilst the majority of the visitors were local, we had people attending from Frome, Bath, Trowbridge, London, Berkshire, Oxfordshire, and many more areas.
5. Promote the facilities of Shaw Village Hall and Playing Field.	Achieved	Centring the event at Shaw Village Hall and Playing Field provided an excellent opportunity to promote the facilities with a number of enquiries made on the day and many follow up contacts expected.
6. Foster links between the local communities and raising the profile of those communities and the rural hinterland that so much contributes to the health and wellbeing of the wider community area.	Achieved	The event cemented the already very close relationship between Shaw and Whitley and their various business and community groups. The event also attracted visitors from adjacent communities and Atworth, Beanacre, Gastard and Melksham. We encouraged people to attend via the various footpaths etc.
Other Objectives	Status	Comments
1. Raise money for community projects	Achieved	Over £4,500 was raised that will be invested in community projects.
2. Increase awareness of CAWS	Achieved	CAWS profile has increased significantly as a result of our event marketing and communications strategies. One measurement of this is the exponential growth in visits to our FaceBook site.
3. Build a closer relationship with SVH	Achieved	We have worked closely with SVH throughout the planning stages and now have a much closer relationship as a consequence.

What people have said...

“We all thought it was very well organised and did a lot for the community of the two villages”

“It was totally fabulous”

“Well organised”

“Looking forward to next year”

“Out of the 7 performances we gave over the Jubilee weekend, Whitley Shaw Fete was by far the best”

“Lots to do”

“So many people for a small village fete”

“Loved it”

“Great atmosphere”

“Just like an good old fashioned village fete”

“Great audience which kept growing throughout the performance and some emotional moments for some of the choir and audience with some of the songs”

“Lovely cake with our cup of tea”

“Wow, what a fabulous day in the village today”

“Absolutely fantastic day”

“Was a brilliant day”

“It was a lovely day”

“Fantastic day and turn out”

“Lovely fayre”

“Brilliant”

“My family and I had a great time”

“The burgers and cake selection along with the vehicle display were top drawer”

“Best event in the area ever”

“I am still on a high”

“It enabled us to raise our profile to the many hundreds of visitors”

“Had a lovely day”

Learning From Experience



OVER 40 POINTS THAT WORKED
VERY WELL ON THE DAY



OVER 90 IMPROVEMENT
SUGGESTIONS FOR NEXT TIME

Thank you to all our sponsors, donors, volunteers, sub-committee members, traders, community groups, residents and everyone else who worked hard to make the event such a great success



The Community Action: Whitley & Shaw (CAWS) committee met at the Head Shed at 7pm and via Zoom.

1. **Welcome / Present /Apologies:**

Pippa welcomed everyone to the meeting and introduced Kirsty Jamieson, the new Speedwatch coordinator. She also formally thanked Richard & Elizabeth Bean for their work as Speedwatch coordinators over the past 10 years.

Pippa then explained that the main purpose of this meeting would be to provide the full committee with feedback from the Jubilee Fete and to discuss plans for the upcoming AGM. Other items will be addressed 'by exception'.

Present: Pippa Richardson; Lesley Sibbald; Dan Pike, Kirsty Jamieson; Nick Adsett; Elizabeth & Richard Bean and Maureen Hibbot.

Apologies: Mary Pile. Angela Ferris; Mike Booth; Alison Candlin; Joan Boorer; Peter Harrison and Ann Harrison

2. **Minutes and Actions from the meeting held on 2 March 2022:**

All actions complete or covered under agenda items below.

3. **Updates on current CAWS Activities**

- 3.1. Phone Box Library Top Lane – Nothing to report. Repainting of box in summer to be carried forward. **Action: Mike**
- 3.2. Information Box Corsham Rd – Nothing to report.
- 3.3. Litter Pick – To be organised during September subject to agreement by new committee.
- 3.4. Internet Connectivity Improvement Campaign - Nothing to report.

4. **Finance:**

4.1 Nothing to report on general finance. Lesley confirmed that she now has all the necessary information to access the bank account.

5. **Updates on other Community Activities:**

- 5.1. Speedwatch: Kirsty explained that she is currently completing her training.
- 5.2. MWPC News: Nothing to report.
- 5.3. Community Emergency Group: Nothing to report
- 5.4. Whitley Stores: Nothing to report

6. **Queen's Jubilee celebrations June 2022:**

- 6.1. Peter Richardson provided a slideshow summarising the key facts & figures, lessons learned, and comments received - **copy attached**.
- 6.2. In summary Peter reminded everyone that the financial aim had been to 'break even' and that the final accounts are expected to show a surplus of nearly £5K. Decisions on how best to allocate this money will be discussed by the new committee at its first meeting,
- 6.3. The committee noted that it had been a great success and formally thanked Peter Richardson, Nick Adsett, and Mike Booth for their significant leadership and effort.

7. **Other community Events:**

- 7.1. **Plant a tree initiative:** Nothing to report
- 7.2. **Neighbourhood Plan:** Pippa and Alison Candlin had not yet been able to discuss the possible inclusion of the Spindles / Whitley Stores as worthy of being identified as worth preserving because of its quality, style or local historical importance and / or categorised as a Community Asset. **Action – Pippa & Alison to discuss further.**

- 7.3. **Melksham Bypass:** Peter R explained that he has drafted a letter to our MP and Wiltshire Council, but this had not yet been sent. He had however spoken to Michele Donelan MP at the fete and stressed that the residents of Shaw & Whitley remain of the view that the bypass is required and that, for several reasons, a route to the east of Melksham is preferred. **Action – Peter to send the letter.**
8. **Annual General Meeting.** This will be held on Tuesday 21 June, commencing 1900hrs at Shaw School Hall. The constitution requires formal (short) reports from the Chair, the Treasurer, and the secretary. Informal updates should also be provided from the lead officers on all community activities regularly discussed at CAWS meetings. **Action – All as appropriate**
9. **AOB:**
- 9.1. Pippa informed the committee that the Shaw Hall committee had formally requested financial assistance towards the replacement of the cooker in the kitchen, following a recent incident. The committee agreed to provide a grant of £500 towards the cost. The committee also suggested that the Hall Committee should consider whether there might be grant funding available to cover some of the costs.
10. **Date of Next Meetings:**
- 10.1. Annual General Meeting: Tuesday 21 June at Shaw School, commencing at 1900.
- 10.2. Full committee: 1900hrs on Wednesday 27 July 2022 at The Headshed; subject to confirmation by the new committee
11. **Closure:** Pippa thanked the members for attending and closed the meeting at 1945hrs.

Lesley Sibbald 15 June 2022

Attending

John Branston, Graham Hackwell, Bill Harrison, Mary Pile, Jonathan Rumens, Teresa Strange

Apologies Mike Bryant, Peter Harrison
Copies to Pippa Richardson

Abbreviations

BART	Bristol Avon Rivers Trust
MWPC	Melksham Without Parish Council
WiltsC	Wiltshire Council
EA	Environment Agency
In bold	Action points, initials of above people

The minutes of the January meeting were approved.

1. Incidents

Further to **Feb 2020** flood, follow up on flood prevention measures with Shaw School outstanding. **TS** has raised with Danny Everett (WC), who is keen for meet to go ahead – action **TS**

On **29 Dec 2021**, it was reported that the bungalows on Top Lane in the vicinity of 105j, k, l were at risk of surface water from the N side of Top Lane. By the time volunteers arrived, the neighbours were clearing blocked ditches.

A contributory factor was the ditch on the E side of the top end of Middle Lane, which is rather overgrown; MwPC writing to the householder to encourage them to get it cleared – **TS**

The Three Gables ditch on the N side is rather restricted; if Danny Everett is on-site for a Shaw School meet, arrange mtg with householder Amanda, to see if improvements could be made – **JR**

Lack of an incident! – there were 3 major storms in February – Dudley, Eunice, and Franklin, which Shaw and Whitley have come through without major disruption. This group was active and monitoring, but there were no calls for assistance.

2. Catchment Area

- Watercourse walk to happen on Friday 25 March, meeting outside Spindles at 10:00 – **JR GH BH** + others
- The WC maintenance works of winter 2019/20 were understood to include a trash screen above the Top Lane bridge by Spindles. **TS** to get Danny Everett to chase Ringway.
- The area around the Vicarage: JR notes that there's a dead tree in the roadside hedge, hanging over the pavement, which could be dangerous. Photo sent to **TS**.
- Further working parties to be organized, to clear brash in the upper catchment area – **GH & JR**
- TS provided summary of recent Parish Steward activities; included as appendix.

3. Meetings with 3rd parties

- GH asked about the BART leaky dams on the Whitley brook –
 - What's the life expectancy?
 - Was there any intention to build more?
 - Is there some science behind the design and placement?**TS** chasing BART

4. Equipment & Plan

- a. "Co-ordinator Action Cards" – **BH** brought samples, including local knowledge such as "check with Fred at number 25". To be continued.
- b. Meeting at lock-up to check and test equipment to be arranged. Combine with DBS checks in Reading Rooms (5a): We plan to do this on Tuesday 26th April at 7pm.
JR to book Reading Rooms. **JR/GH/BH** to meet 12/4 @ 10:30 to plan the detail.
- c. Telephone number – at present we publish a number of personal mobile numbers. There is a case for publishing the Melksham Community 01225 809265 number instead, for their agents to take a first line call for emergency group assistance. Subject to further dialogue MwPC and MTC –**TS**
- d. **JR**: equipment store condensation in cold weather, silica gel packs have been bought. As well, ventilation to be provided? **JR** to check with Barry Pocock for permission to drill holes. **JB** also raised the possibility of a positive pressure system.
- e. **JR** had checked on the charging of the walkie talkies. New batteries had been put in Nos. 3 5 and 6; 5 and 6 may still not be charging properly.
- f. Further to the December Top Lane incident, **GH** has purchased a set of drain rods.
- g. **GH** to refresh the means whereby a live video feed of his trash screen is published via the internet.

5. Safeguarding, and General Data Protection Regulation

- a. Teresa continues to push for DBS checks & photo ID for as many volunteers as possible
- b. We must always work with a buddy
- c. We should make use of the BoA (and other) training programmes.

Any Other Business:

1. The idea of fridge magnets with the CEG contact details on them came up – **TS** has a quotation.
2. **GH** asked if there is any info source or app that will give predicted rainfall for the next 12 hours – **TS** to ask Renate at WC.
3. The white line road markings (parking spaces) outside Spindles will be refreshed – **TS** – once the road surface has been refreshed (May 2022?).
4. **JR** noted there was an excellent BBC Countryfile programme on flooding on the river Severn, and community preparedness. It can be viewed at <https://www.bbc.co.uk/iplayer/episode/m0015ffk/countryfile-river-severn?page=1>
Secretary's note – note sent to team members commending watching of this programme.
5. State of pavements – **JB** reported on poor pavement conditions (Top Lane) and **BH** reported on Ashley Close potholes – particularly on the East side. **TS** asked for photos as evidence.
6. There was conversation about improved internet for Whitley – Dan Pike is co-ordinating affairs, and in contact with Gigaclear. Other villages are being successful in getting Fibre to the Premises installed

Date of Next Meeting: – 24 May 2022, 10:30 at Spindles Coffee Shop

Notes:

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

Financial – CAWS hold £437 of CEG funds at February 2022.

DBS checks – the 3 year anniversary for several of the team is Feb 2023.

Appendix: Parish Steward Worksheet

Parish Steward Work Sheet		meiksham without						Mar-22
		Hand clearing and cutting of growth from drainage grips and drain gully covers	Hand clearing of blocked drainage gullies, grips, culverts, pipes and pits (unable to jet system)	Clearing storm debris from the roads and footways	Cleaning and straightening of small road signs, street nameplates and bollards	Securing of existing small road signs, verge marker posts and supplied street name plates	Hand clearance of encroaching growth and soils from footways	Repair of small potholes and minor masonry
Please write the location against the activity to be completed in that area	strimmed out 3 blocked grips opposite daisy chain		removed tree debris from kerb edges and pavement from The Beeches up towards Atworth	cleaned dirty west hill sign	reported westlands lane sign corsham road end to sign gang for renewal	cut back vegetation along path from corsham road to eden grove	repaired potholes at the junction of The Laurels off Westland Lane	
Please write the location against the activity to be completed in that area	cleared several outlets and gullies along the length of Old Road beanacre		removed tree debris from bus stop kerb edge and pavement by Westlands Lane	straightened give way sign First Lane		cut back vegetation and moss from path Springfield gardens to ashley close	repaired several potholes along Westlands Lane by the houses	
Please write the location against the activity to be completed in that area			removed tree debris from pavement chapel lane down to last bus shelter before lacock	cleaned several signs and bollards on A350 Beanacre		removed detritus from all pavements along old road	repaired several potholes along westlands Lane around railway bridge	
Please write the location against the activity to be completed in that area						removed detritus from pavement old road to burnt cottage	repaired several potholes along Berryfield Park	
Please write the location against the activity to be completed in that area						removed detritus from pavement old road to westlands lane including outside St Barnabus Church	repaired several potholes along Berryfield Lane	

**Area Board Arrangements
May 2022
Briefing Note No. 22-13**

Service : *Leisure, Culture and Communities*
Further Enquiries to: *Rhys Schell, Service Manager, Engagement and Partnerships*
Date Prepared: 23/05/2022
Direct contact: rhys.schell@wiltshire.gov.uk or 01225 716752

Overview

Area Board arrangements have been amended following a review that was scrutinised by an Overview and Scrutiny (OS) Task Group. This process set out to improve the Area Board funding investment arrangements; support the boards, establish and effectively deliver to evidenced based local priorities; and increase the efficiency and consistency of working groups. The overall aspiration of the amended arrangements is to build upon the excellent practice and evident success of numerous Area Boards, to address areas where there was inconsistency in practice and to ensure they are best suited to serve Wiltshire communities. The number of Area Boards, overall format, structure, and local autonomy were not part of the review.

The OS Task Group considered 16 Executive proposals and subsequently set out 24 recommendations, which have been adopted within the new arrangements. [Agenda item - Final Report of the Area Boards Task Group | Wiltshire Council.](#)

A Single Member Decision was issued from the Leader on 27 April. No comments or representations were received by 6 May, and the confirmed implementation of the changes was issued on 6 May to come into effect on 16 May 2022.

Background

The Area Board model was first introduced in 2009 and has delivered significant progress to develop stronger, more resilient and connected communities since its inception. The Area Boards underpin how the council operates with our communities, offering a frequent and varied platform for local engagement, consultation, collaboration, intelligence sharing and co-production of activities and services.

The overall objectives of the Area Boards remain consistent today, however, in an operating model more than 12 years old it is natural that elements should be the subject of a review and refresh to ensure they are meeting the current needs of local communities. Whilst there have been minor modifications to operating practices of the boards since 2009, there has not been a review undertaken with the involvement of Overview and Scrutiny since their inception.

The Area Boards continue to deliver to the Wiltshire Council Business Plan, with specific focus and delivery to the following aims:

- Communicate with communities in a way that promotes constructive discussion, tailored to the community's needs and developing better solutions to these.

- Empower communities and groups to act in their local area.
- Provide data and information to communities to support them with making the best decisions for themselves.
- Help the people of Wiltshire to increase their activity levels and improve their health.
- Enable a strong and active voluntary sector that is proactive in communities.
- Provide opportunities for young people to be involved in positive activities; and
- Tackle health inequalities across Wiltshire.

Brief Overview of Area Board Arrangements

A summary of the main changes are highlighted in the sections below. For the full detail please see relevant appendices, many of which can be found on the [Area Board homepage](#) or provided by your local [Community Engagement Manager](#).

- Area Board Handbook 2022
- Area Board Grant Funding Criteria
- Area Board Grant Assessment Panel
- Area Board Grant Funding Flowchart
- Delegation
- Local Priorities Report; and
- Working Group Terms of Reference

Local Priorities

- Area Boards will be asked to select up to five local priorities, which will be evidence led to ensure they have the greatest impact on the lives of those in our communities. Area Board resources including officer time, meetings, engagements, working groups and funding should be directed at furthering the objectives linked to the respective priorities.
- Area Boards will be asked to appoint at least one Councillor lead for each priority. Their role is set out within the Local Priorities Report.

Working Groups

- Area Boards are encouraged to create or re-constitute working groups to advance local priorities and increase collaborative working. The Area Board will consider each priority, in respect of the actions required and the existing arrangements in place, prior to setting up a new working group.
- Where there is an existing community or partner led group addressing this priority, the Area Board should work in partnership and not create a working group of its own. Where a working group is required, the exact purpose is set out by the Area Board using the table found within the Working Group Terms of Reference.

Grant funding

- A streamlined and robust Area Board Grant Funding Criteria has been introduced and can be found in the Area Board Grant Funding Criteria document. The main amendments are as follows:
 - Funding is available to voluntary and community sector organisations that can show a need for financial support up to a total of £5,000. Town and Parish councils are eligible to apply for revenue funding, in respect of Youth Grants or Older and Vulnerable Adult Grants, where they are able to show a need for financial support.

- Applicants will be requested to demonstrate how their project meets two aims of the Wiltshire Council Business Plan and one of the Area Board local priorities. The Area Board grant funding system is being updated to reflect this.
 - The guidance enabling boards to approve grants outside of the existing criteria due to 'exceptional circumstances' has been removed and has been replaced by a Grant Assessment Panel.
 - Matched funding requirement for applicants has reduced from £1,000 to £500, which will support increased investment leverage and encourage wider fundraising.
 - All applications must be received at least four weeks before an Area Board.
- A new Grant Assessment Panel is being introduced to escalate applications that are referred by Officers or Councillors where they are not clearly meeting the grant funding criteria. The Grant Assessment Panel will undertake an open and transparent review of referred applications and advise the Area Boards whether an exception can be granted and whether the application can proceed to determination by the Board. For full details please see Area Board Grant Assessment Panel and the Area Board Grant Funding Flowchart.
 - Delegation from the Leader has been issued to all Community Engagement Managers to deal with urgent matters that may arise between meetings of the Area Board. The Community Engagement Manager (CEM) has the authority to approve expenditure from the delegated grants budget up to £1,000 per application. This is only possible when the item is deemed urgent (by CEM, Chair and Vice-Chair), follows due process enabling Area Board Councillors five working days to review and consider the application and has majority Councillor support. For further details please see the Delegation document.

Further information and communication

Relevant updated documents are now live on the [Area Board webpage](#). Community Engagement Managers have a slide deck that they will present at the next Area Board Business Meeting. A [recorded presentation](#) that sets out the changes is also available.

An Area Board Chairs meeting will take place in early June where these arrangements will be discussed and Chairs will be requested to feedback to their respective boards if required.

Please contact Rhys Schell if you would like to attend a dedicated Wiltshire Councillor briefing session regarding these changes, which will be delivered via Microsoft Teams. Interest for this will be assessed and offered as appropriate.

Report Author: Rhys Schell, Service Manager, Engagement and Partnerships

Report Date: 23.05.2022

Teresa Strange

From: Mary Cullen <Mary@afmelksham.org.uk>
Sent: 15 June 2022 13:53
To: Teresa Strange; Miriam Zaccarelli; Dunford, Peter
Subject: International Day of Older People/Silver Sunday

Hi all,

I wonder if either Council had any plans for International Day of Older People on Saturday 1st October or Silver Sunday on 2nd October.

I have had provisional discussions with Wendy at the Library about putting on an Age Friendly Melksham event at the Campus on the Saturday, 1st October. (Saturday because the library will be open anyway and it's probably a better day to get people along).

Discussions are at an early stage, I just wanted to check first that it is not clashing with anything Councils might be planning. I'd be happy to combine forces if you wanted to discuss further, perhaps with Peter as well.

So far, we have celebrating age booked and are looking at some other activities. We were thinking of inviting stall holders from a range of organisations related to services for older people. (This element however, needs further thought as it is a Saturday which might put some providers off).

Do let me know if you would like to discuss further,

Kind Regards,

Mary

Mary Cullen
Age Friendly Co-ordinator
Age Friendly Melksham CIC

Tel: 01225 667971
Mobile: 07496 440702
Email: mary@afmelksham.org.uk
Web: agefriendlymelksham.org.uk



The Canberra Centre
56b Spa Road
Melksham
Wiltshire
SN12 7NY



**For help and support during
the Coronavirus pandemic
The number to call
01225 809265
support@melkshamcommunity.co.uk
Online support at melkshamcommunity.co.uk**

Melksham community campus newsletter

May 2022

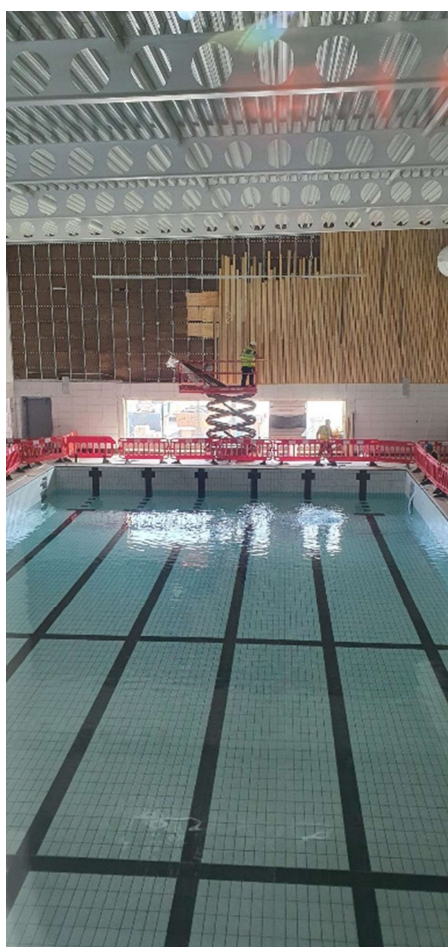
Welcome

Welcome to the May 2022 edition of the Melksham Community Campus newsletter.

More excellent progress has been made this month. Transformation of the external spaces is picking up pace and the pond area is looking fabulous with new planting and fencing.



Completed and upcoming works



The installation of lockers and cubicles in the changing rooms is progressing well alongside the fitting of internal doors, mechanical and electrical equipment, floor finishes, decoration and general tiling.

Work has started on filling the main and learner pools and the pool filtration work is ongoing. Filling the pools is a huge milestone and is looking incredible.



Works to the historic walls around the existing car park is nearing completion, along with the installation of the fences around the site. The pier at the site entrance will be reinstated early in June.

Within the next month work will commence on the installation of the reception desk and the servery. The image provides an impression of the layout of the reception desk.



Melksham community campus newsletter

Recruitment

Our recruitment for a wide variety of roles at the campus is now live. You can go online to <https://jobs.wiltshire.gov.uk/leisure/> to find out more or pop along to the recruitment fair at Springfield Campus, Corsham, SN13 9DN on Thursday 9 June between 2pm and 7pm. No need to book.

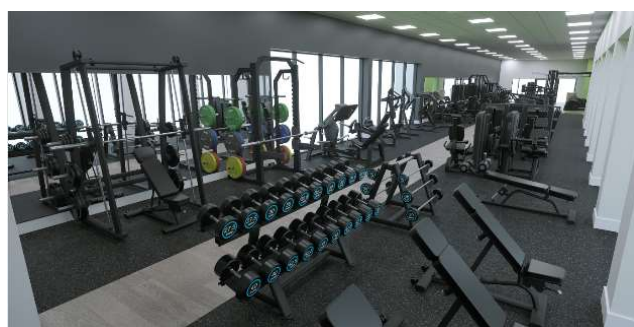
- ✚ Duty managers
- ✚ Fitness consultants
- ✚ Receptionists
- ✚ Lifeguards
- ✚ Group exercise instructors
- ✚ Cleaners
- ✚ Aquafit instructors
- ✚ Swimming teachers



May highlight – Fitness Suite

This month our focus is on the state-of-the-art fitness suite.

The Leisure team has worked with Pulse Fitness, who supply the equipment, to put together an offer which will provide options for fitness beginners and regular users alike. The extensive cardiovascular and resistance equipment allows users to record their workouts through radio frequency identification (RFID) enabled membership cards in order to track progress and improvement over time to help maintain motivation. The equipment also offers accessibility for wheelchair users. The cardiovascular equipment has inbuilt entertainment, digital TV and radio, internet and mobile phone connectivity.



The functional rig will provide an additional dimension to the fitness suite with battle ropes, tyre flip and punchbag. Functional training is a big trend in the industry and provides the user with bodyweight training methods to build muscular stability and core

strength. The free-weight area offers multiple benches, plate loaded equipment, squat rack and a lifting platform to target major muscle groups.



If you are interested in future bookings of any of the campus facilities, please get in touch: You can contact the campus team by email: melkshamcampus@wiltshire.gov.uk

For regular update please find us on Facebook and Twitter:

 [Melksham Community Campus](https://www.facebook.com/MelkshamCommunityCampus)  [@CampusMelksham](https://twitter.com/CampusMelksham)



Teresa Strange

Subject: FW: Magister Way Wildflower Area.

CLERK'S NOTE: THIS IS REQUEST OF RESIDENTS WHO WANT TO STILL GIVE CHILDREN THE OPPORTUNITY TO KICK A BALL ON THIS AREA.

SITE VISIT HELD WITH THE CLERK, WILTS CLLR NICK HOLDER AND STREETSCENE OFFICERS FROM WILTSHIRE COUNCIL

From: Campbell, Craig <Craig.Campbell@wiltshire.gov.uk>

Sent: 15 June 2022 18:49

To: Teresa Strange <clerk@melkshamwithout.co.uk>; Holder, Nick <Nick.Holder@wiltshire.gov.uk>

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

Subject: RE: Magister Way Wildflower Area.

Thanks Teresa,

Will hold fire until then. Nick, if approved I would hope it can be amended prior to the next scheduled visit. Not sure when that is off the top of my head but they are 4/5 weekly cuts.

Regards

Craig Campbell
Area Manager Streetscene
Highways Operations

Wiltshire Council



Tel: 07500278804

Email: craig.campbell@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

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

From: Teresa Strange <clerk@melkshamwithout.co.uk>

Sent: 15 June 2022 18:45

To: Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Campbell, Craig <Craig.Campbell@wiltshire.gov.uk>

Subject: RE: Magister Way Wildflower Area.

Hi both

To be "at the request of the parish council" I just need to run past them, and that will be done on Monday evening.

Kind regards, Teresa

From: Holder, Nick <Nick.Holder@wiltshire.gov.uk>

Sent: 15 June 2022 14:47

To: Campbell, Craig <Craig.Campbell@wiltshire.gov.uk>

Cc: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: RE: Magister Way Wildflower Area.

Hi Craig,

I am happy for the swap as outlined to be actioned. When do you estimate the switch will happen?

Best,

Nick

Nick Holder
Councillor for Bowerhill
Deputy Chair Melksham Area Board
Portfolio Holder for Adults
Wiltshire Council | County Hall | Trowbridge | Wiltshire | BA14 8JN



Tel: 07931 905520
Email: nick.holder@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
Follow Wiltshire Council



From: Campbell, Craig <Craig.Campbell@wiltshire.gov.uk>
Sent: 13 June 2022 15:21
To: Holder, Nick <Nick.Holder@wiltshire.gov.uk>; Waind, Fiona <Fiona.Waind@wiltshire.gov.uk>
Cc: Gibbs, Simon <Simon.Gibbs@wiltshire.gov.uk>
Subject: RE: Magister Way Wildflower Area.

Hi Nick,

I have spoken to Adrian and agreed the following;

At both your request and the request of the Parish Council (as a local priority) we will be happy to amend the mowing regime here as per the below map.

In essence we will switch the amenity cut at the top to the Wildflower cut and change the agreed WF areas (striped blue) to the amenity cut. This will be a like for like swap in terms of approximate meterage. Should we receive complaints however of the swap then it will be explained that it was a request of both yourself and the PC?



If you are happy, we will proceed with making the changes?

Regards

Craig Campbell
Area Manager Streetscene
Highways Operations

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