

**MINUTES of the Annual Council Meeting of Melksham Without  
Parish Council held on Monday 13 May 2024 at Melksham Without Parish  
Council Offices, Melksham Community Campus (First Floor), Market Place,  
Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors Alan Baines, John Doel, Martin Franks, John Glover (Chair of Council), Mark Harris, Shona Holt, Nathan Keates, David Pafford (Vice Chair of Council), Robert Shea-Simonds and Richard Wood

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

**In attendance:** Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold), Nick Holder (Bowerhill) and Jonathon Seed (Melksham Without West & Rural)

**Via Zoom:** Richard Rogers, Strategic Engagement and Partnership Manager, Melksham Area Board (part of meeting)

#### **1/24 Welcome, Announcements & Housekeeping**

As outgoing Chair of Council, Councillor Glover welcomed everyone to the meeting, noting those present were aware of the evacuation procedures in the event of a fire and that the meeting was being recorded and would be published on YouTube but deleted once the minutes were approved. The following announcements were made:

- To note following the resignation of Councillor Andy Russell (Bowerhill Ward) a vacancy has been advertised. If by 17 May 2024 a request for an election to fill the vacancy has not been called the vacancy will be filled by co-option. If an election is called it will be no later than 22 July.
- Next Area Board meeting will take place on Wednesday 22 May at the Riverside Centre with a health and wellbeing theme.
- Phillip Wilkinson was re-elected as Police & Crime Commissioner on 2 May.
- Whitley Stores to re-open at its new location (Pear Tree car park) on Saturday 25 May and open 7 days per week (depending on volunteers' availability).
- Councillors were reminded to review their Register of Interests and pass details to the Clerk of any amendments, and confirmation that what is currently displayed online is correct

#### **2/24 Appointment of Chair**

Councillor Glover was nominated as Chair.

There were no further nominations.

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

**3/24 To receive the Chair's Declaration of Acceptance of Office**

**Resolved:** Councillor Glover duly signed his Declaration of Acceptance of Office, witnessed on behalf of the Council by the Clerk.

**4/24 Appointment of Vice Chair**

Councillor Pafford was nominated as Vice-Chair.

There were no further nominations.

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

**5/24 To receive Apologies and approval of reasons given**

Apologies were received from Councillor Chivers who was in hospital and Councillor Richardson who was on holiday.

**Resolved:** To approve and accept the reasons for absence.

**6/24 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 15(b) & 16(b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

As items 15(b) and 16(b) were for approval of confidential notes accompanying minutes, relating to discussions on the review of the Neighbourhood Plan which were not yet in the public domain, the Clerk advised these be held in closed session if Members wished to discuss the notes.

**Resolved:** For agenda items 15(b) and 16(b) to be held in closed sessions if Members wished to discuss the notes.

**7/24 Declarations of Interest**

**a) To receive declarations of interest**

As Chair of Bowerhill Village Hall, Councillor Harris declared a non pecuniary interest in item 18(b)(i) relating to the defibrillator outside Bowerhill Village Hall.

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

None were received.

**8/24 Public Participation & Invited Guests**

Standing Orders were suspended.

- **Wiltshire Councillor Nick Holder (Bowerhill)**

Wiltshire Councillor Holder congratulated both Councillors Glover and Pafford for their re-appointment as Chair and Vice-Chair respectively and what a pleasure it was to work with them both in one of the most effective parish councils in the County and wished to place on record his thanks to the Parish Council for the recent installation of the speed indicator device on Pathfinder Way, Bowerhill.

The following updates were provided:

- Planning enforcement relating to the Pathfinder Place development and the lack of landscaping on the public open space to the north of the proposed school site was still in force. It was disappointing whilst planting had taken place, no watering or further maintenance had, therefore another discussion had taken place with planning enforcement on this issue.
- Disappointment was expressed Wiltshire Council were not prepared to undertake resurfacing of the footpath between Redstocks and Falcon Way whilst the road was closed during upcoming carriageway works as requested by the parish council. Therefore, this matter had been followed-up with the Director of Highways, with a suggestion it would be sensible that remedial works to the footpath were carried out when the carriageway was closed for resurfacing and if a response was not forthcoming the Cabinet Member for Highways may have to intervene.
- **Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)**

Wiltshire Councillor Seed passed on his congratulations to Councillor Glover and Pafford on their re-appointment as Chair and Vice Chair respectively and was delighted Berryfield Village Hall were progressing their grant for funding towards the village hall and urged Members to encourage community groups/organisations looking for financial support to apply to the Area Board for funding.

Wiltshire Councillor Seed left the meeting at 7.14pm in order to attend another parish council meeting.

- **Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**

Wiltshire Councillor Alford also passed on his congratulations to Councillor Glover and Pafford on their respective re-appointments and provided the following updates:

- Given the number of current and proposed solar farms in and around Wiltshire, particularly around this area, he had submitted a Motion to Wiltshire Council's Full Council on Tuesday 21 May, requesting Wiltshire Council seek clarification from the Government on what is meant by the cumulative impact of solar farms and associated infrastructure as stated in the National Planning Policy Framework (NPPF).

Members of the public were being encouraged to attend the meeting to speak to this item, as this may be the only opportunity to talk to Wiltshire Council in a formally setting regarding the Lime Down Solar Farm proposals as when the planning application is finally submitted there will not be an opportunity for people to speak to the application, as Wiltshire Council were only a consultee.

- Wiltshire Council does not have a cemetery strategy and has no intention of having a cemetery strategy and although some cemeteries were run by Wiltshire Council, including Melksham's, these were inherited from the various district councils in Wiltshire and understood cemeteries were a town/parish responsibility. Melksham's cemetery only has 3 years left of capacity, even with plans for expansion, however, Wiltshire Council have no intention of finding a new cemetery.

Therefore, at a recent Town Council meeting he proposed a motion for a joint working party with the parish council to look into cemetery provision in the town, which was subsequently approved by the Town Council. The idea of the working group was to explore the capacity of cemeteries in and around the town and ascertain if there is sufficient capacity and if not explore options either jointly or separately.

Councillor Glover clarified there was a legal power that parishes can provide cemeteries, there was no statutory requirement that they must provide cemeteries.

Clarification was sought if Wiltshire Council would still continue to maintain the current cemetery even after it was full and if they would be prepared to put forward land for a new cemetery in Melksham.

Wiltshire Councillor Alford clarified he understood Wiltshire Council would continue to maintain the cemetery once it was full and that it had not been approached and until formally asked, felt it was down to

whoever was looking into future cemetery provision to identify suitable land and approach the relevant landowner/s.

Councillor Glover explained the parish council had not heard from Wiltshire Council formally that they would not be providing future cemetery provision in Melksham, noting in Wiltshire Council's updated Community Infrastructure Levy 'Infrastructure List' it had identified the expansion of the cemetery for Melksham and other towns in Wiltshire was a priority for funding improvements and therefore this needed to be investigated, as well seeking clarification from Wiltshire Council what they had done with their Community Infrastructure Levy (CIL) receipts received so far.

Councillor Glover asked if Members were happy for agenda item 11(g) regarding an invitation from Melksham Town Council to join a Cemetery Working Group could be moved further up the agenda, to enable Councillor Alford to speak to this item, which Members agreed.

The minutes from this item are included under Min 11(g) below.

Richard Rogers left the meeting prior to this item being discussed by Members.

The meeting went back into closed session.

After discussion on the Cemetery Working Group proposal, both Wiltshire Councillors Alford and Holder left the meeting at 7.40pm and 7.45pm respectively.

## **9/24 Standing Orders & Council Policies**

### **a) To review Melksham Without Parish Council Standing Orders**

The Clerk drew Members' attention to suggested amendments to wording as follows:

Standing Order 11(e)(i) (to reflect current practice):

'A Confidential Note for a related Minute will be marked "Confidential" and with a "Confidential" watermark, and will be included in the "Councillor Only" agenda pack circulated before the meeting when the minutes are approved and signed, and not published on the website/or posted to the Councillor if they do not receive their papers electronically. It will be approved and signed with the public Minutes of the same number.'

The Clerk suggested Standing Order 14(a) needed to be reviewed as currently it conflicted with the advice of Wiltshire Council's Monitoring Officer.

Following discussion the following wording was agreed:

'Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Chair or Vice Chair (if the complaint is about the Chair). The Clerk will notify the Council if a breach has been upheld via an agenda item at a public meeting so sanctions can be discussed and further action taken if necessary. If the complaint is not upheld, the Council will be notified via an agenda item to note the decision; with details of the complaint anonymised to enable lessons learnt, as long as it does not identify the councillor.'

It was noted Standing Order 17(e)(ii) should read: that the RFO should provide Section **2** of the AGAR (Annual Governance & Accountability Return).

The Clerk noted the Standing Orders had previously included that any amendments to Standing Orders would stand adjourned until the next Full Council meeting for adoption, however, this was not currently included and presumably got missed when the latest template in 2022 was produced, and sought a steer from Members if they wished this to be included, which Members agreed.

It was noted Standing Order 3(v) should read as follows:

'See standing order **4d(vii)** for the quorum of a committee or sub-committee meeting.'

It was queried why pronouns only referred to he/him and whether this needed to be changed. The Clerk agreed to check on this.

**Resolved:** To approve the Standing Orders with the above amendments.

#### **b) To review and adopt Complaints Procedure**

The Clerk explained as detailed in the Standing Orders the Complaints Procedure had to be reviewed and adopted annually.

**Resolved:** To adopt the Complaints Procedure as presented.

#### **c) To adopt the Code of Conduct**

Councillor Glover explained the Council had to be reviewed and adopt the Code of Conduct annually.

**Resolved:** To adopt the Code of Conduct as presented.

**d) To note “Roles & Responsibilities of a Councillor”**

**Resolved:** To note the Roles & Responsibilities of a Councillor, as circulated.

**e) To consider any Councillor training needs**

The Clerk informed the meeting she was struggling to find new councillor training courses for Councillors Keates and Franks provided by the Wiltshire Association of Local Councils (WALC), however, would continue liaising with them to ascertain if they planned to hold any courses in the coming months prior to the local elections in May 2025.

However, during investigations, had found a useful Training Needs form Corsham Town Council used, which she felt could be useful when considering training needs following the local elections in May 2025, which Members agreed.

**10/24 To review and adopt revised Committee Structure & Terms of Reference**

The Clerk had suggested a few changes to the Terms of Reference to reflect current practice and sought a steer from Members if they were happy that the Planning Committee (3.2) to have delegated powers to consider responses to informal and formal planning consultations and for street naming.

The Clerk also noted the Staffing Committee was referred to as the Staffing & Resources Committee, however, resourcing matters were dealt with by the Asset Management Committee and therefore only needed to be referred to as the Staffing Committee.

The Clerk noted within the Committee Terms of Reference/Scheme of Delegation it made reference to declarations of interest and queried if something needed to be included to say ‘if during a meeting a member realises they have an interest in a particular item, they should declare it. However, noted declarations of interest were also included in the Standing Orders and therefore queried if reference to declarations of interest needed to be included at all.

**Resolved:**

1. To adopt the current Committee Structure Terms of Reference and Scheme of Delegation with the suggested amendments as circulated and to amend 3.2(g) regarding the Planning Committee as follows:

To give delegated powers to submit responses to informal and formal consultations, when the deadline means Full Council are unable to approve recommendations of the Planning committee.

- Government consultations on planning issues.
  - Wiltshire Council consultations on planning issues, such as Design Code, Gypsy & Traveller Plan etc
  - Pre-application consultations by developers.
  - Neighbourhood Plan consultations from neighbouring parishes.
2. The Clerk to ascertain if declarations of interests in committee meetings are included in the Standing Orders, if not, to retain reference to declarations of interest in the Terms of Reference/Scheme of Delegation and include the statement 'if during a meeting a Member realises they have an interest in a particular item, they should declare it'.

## **11/24 Appointment of Committees & Working Parties 2024/25**

**Resolved:** The following committees were appointed for 2024/25, with the Chair and Vice Chair Ex-Officio of all committees:

### **a) Asset Management Committee**

Councillors Alan Baines, Terry Chivers, John Glover, Shona Holt, Martin Franks, Nathan Keates & David Pafford

### **b) Finance Committee**

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

**Resolved:** To confirm members of the Finance Committee are the bank (Unity and Lloyds) and Churches, Charities and Local Authorities (CCLA) account authority and signatories.

### **c) Highways & Streetscene Committee**

Councillors Alan Baines, Terry Chivers, John Glover, Martin Franks, Mark Harris, David Pafford, Robert-Shea-Simonds

### **d) Planning Committee**

Councillors Alan Baines, Terry Chivers, John Glover, Mark Harris, Peter Richardson, David Pafford & Richard Wood

It was noted that the committees had sometimes struggled to be quorate and it was agreed that Councillor Franks would offer to be a substitute for Councillor Chivers during his current ill health.

### **e) Staffing Committee**

Councillors Alan Baines, John Glover, Shona Holt, David Pafford, Robert Shea-Simonds **(2 vacancies)**



**f) Working Parties**

**Community Resilience Working Party**

Councillors Baines, John Glover, Nathan Keates, David Pafford & Peter Richardson

**Shurnhold Fields Joint Working Party (with Melksham Town Council)**

Councillors John Glover; David Pafford & Martin Franks

**IT & Data Protection Working Party**

Councillors John Glover, Martin Franks Mark Harris, Shona Holt & David Pafford

To invite Clive Merritt, IT consultant to meetings where appropriate and former Councillor Stefano Patacchiola.

**CIL Sharing Working Party (with Melksham Town Council)**

Councillors Alan Baines, John Glover & David Pafford.

**Road Safety Working Party**

Councillors Mark Harris, Shona Holt, Peter Richardson & Shea-Simonds

**Health & Safety Representative**

Councillor Martin Franks

**Resolved:** To appoint the above working groups for 2024/25 and to remove the Office Accommodation Project Working Group from the list of working groups for 2024/25 and to bring back for the new Council after the elections in May 2025 for consideration.

**g) Cemetery Working Group. To consider a request from Melksham Town Council to form a joint work party**

Members considered the invitation from the Town Council to form a joint working party to investigate future cemetery provision in the town and expressed the following concerns:

- Who would pay for new land for a cemetery and for future maintenance.
- The implications of working with Melksham Town Council, given recent experience on working jointly on various projects, some of which had stalled due to the lack of involvement of the town council.

- Capacity available at church cemeteries in the parish, noting St Barnabas Church in Beanacre had space reserved for an extension and whether there was a need to make separate provision over and above what already existed at present.

Councillor Glover noted Devizes Town Council ran Devizes' cemetery and whilst expenditure per year was £43,000, income was £175,000, however, costs were doubled for burials etc for anyone outside the Devizes and Roundway area.

Councillor Glover reiterated his comment earlier in the meeting that the parish council had not been approached formally by Wiltshire Council regarding future cemetery provision and that currently it was a priority of Wiltshire Council via their updated Community Infrastructure Levy 'Infrastructure List' to improve cemetery provision in various towns in Wiltshire including Melksham. Therefore, a clear steer from them was required on their priorities and where they stood regarding Community Infrastructure Levy (CIL) spending.

**Resolved:**

1. To write to Wiltshire Council stating it is understood Melksham Cemetery will be full in a few years' time and seek confirmation Wiltshire Council are going to make provision from CIL receipts for either a further extension to the cemetery or a new site, in accordance with their Community Infrastructure Levy 'Infrastructure List'.
2. To have a standing item on Full Council agendas regarding cemetery provision and once a response has been received from Wiltshire Council, to consider a joint working with the town council, if necessary.
3. To investigate what capacity is available in the various church cemeteries in the parish.

**12/24 Appointment of Organisation Representatives 2024/25**

**Resolved:** To appoint the following Council representatives to the following organisations for 2024/25.

Age UK Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall Management Trust	Shona Holt
Bowerhill Residents Action Group (BRAG)	N Keates (sub: M Harris)
Bowerhill Hall Management Trust	R Shea-Simonds
CCTV Working Group (Town Council)	Mark Harris
Community Action Whitley & Shaw (CAWS)	Peter Richardson
CAWS Community Emergency Volunteers (CEG)	Peter Richardson
CPRE (Wiltshire Branch)	Martin Franks
Health & Wellbeing Group (Area Board)	John Glover
Local Highways & Footpath Improvement Group	Alan Baines

Melksham Area Board	John Glover & David Pafford
Melksham ATC	John Glover
Melksham Charities/Almhouses	R Shea-Simonds & John Doel
Melksham Hospital & Community (Friends of)	R Shea-Simonds
Melksham Joint Neighbourhood Plan Steering Group	J Glover & D Pafford (A Baines & R Wood reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Transport User Group	Mark Harris
Operational Flooding Working Group	Alan Baines
Parish Highways & Street Scene Rep	Parish Officer – Lorraine McRandle
Police Liaison	Officers
Press Representative	Clerk – T Strange
Shaw Hall Management Committee	Martin Franks
Shurnhold Fields (Friends of)	(1 of 3 from Shurnhold Working Group Reps)
Whitley Reading Rooms	John Doel
Wilts & Berks Canal Trust	Mark Harris
Wiltshire, Swindon & Oxfordshire Canal Partnership	Mark Harris
WALC (Wiltshire Association of Local Councils)	Nathan Keates

### **Footpath Representatives:**

Beanacre	Terry Chivers
Berryfield	Richard Wood
Bowerhill, Redstocks and The Spa	J Glover & J Doel
Sandridge & Blackmore	Alan Baines
Shaw & Whitley	John Doel & Terry Chivers

## **13/24 Parish Council Objectives**

### **a) Census**

A report extracting various data from the 2021 Census in relation to Melksham Without Parish Council such as size, age of population, ethnicity etc had been circulated to Members in their agenda packs.

It was noted the population figure of 7,200 and household figure of 3,000 for the parish was lower than that quoted from the Census 2021 data provided in 2023.

The Clerk explained the Office of National Statistics (ONS) had been contacted and they had confirmed the population figure for Melksham Without was 7,264 but were seeking guidance from another team that dealt with the interactive tools on the website on why there appeared to be a discrepancy in the figures.

Councillor Glover suggested that there had been a Governance Review in 2020 with changes in the parish boundary, which may be reflected in the latest figures.

**b) To review Objectives for 2023/24 and set Parish Council Objectives for 2024/25**

The Clerk had provided notes against the various priorities for Members' information with suggestions for additional objectives for 2024/25:

- Melksham Neighbourhood Plan\*
- Implementation, monitor and use of policies in NHP#1.
- Review of current Plan, production of draft NHP#2, formal consultation and submission to Wiltshire Council

Comments from the Clerk:

- Evidence of good use of NHP#1 policies in planning decisions made.
- Extensive consultation on NHP#2 during 2023, with intensive work to review all the responses received and ensure robust version going forward to submission later in 2024.

- To input and influence Wiltshire Council's Local Plan Review\*

Comment from the Clerk: Provided comprehensive response to consultation.

- 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).

Comment from the Clerk: Changes to NPPF brought into effect in December 2023 and will hold for Melksham until 19 December 2025 (2 years).

- Water refill points – to progress installation of water refill points at Bowerhill & Shaw sports fields.

Comment from the Clerk: Water refill installed at Bowerhill Sports Field but awaiting repair.

- To review the Emergency Plan\*

Comment from Clerk: On list to discuss with Melksham Town Council as joint project. Some technical behind the scenes work planned in May 2024 (originally met in July 2023 but struggled with Melksham Town Council engagement).

- Bowerhill Sports Field enhancement project – teen shelter/gym equipment.

Comment from Clerk: Survey of residents undertaken on types of equipment to install with 131 survey results received. Council decision based on consultation for way forward. Applying to SUEZ for grant funding in May 2024.

- Shurnhold Fields car park and improved entrance project\*

Comment from Clerk: Wiltshire Council have been successful in receiving a grant from the Environment Agency for a flood alleviation scheme, which is currently being worked on and which has to happen before the car park project.

- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.

Comment from Clerk: Believe good working relationship with Wiltshire Council officers and councillors and neighbouring parishes – as well as local MP.

- Progress East of Melksham Community Centre with Melksham Town Council.

Comment from Clerk: On agenda for Melksham Town Council extraordinary meeting on 21 May 2024.

- Move towards pilot of Real Time Information (RTI) in bus shelters (Mitchell Drive and Melksham Market Place)\*

Comment from Clerk: RTI on order for Mitchell Drive and Kestrel Court and surveyed ready for the Market Place (but not ordered yet as need battery version still not signed off by Wiltshire Council).

\*Working with Melksham Town Council.

**Resolved:** To continue with the objectives set-out above (those ongoing and not completed) for 2024/25, as well as the following:

- New lease for Shaw Village Hall.
- To Support the 'No to Lime Down Battery Storage Facility' in Whitley Campaign.

**c) Priorities for Term of Council (2021/25)**

- To continue to use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030).

Comment from Clerk: Ongoing.

- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>

Comment from Clerk: Not started, on hold until Neighbourhood Plan work finished.

- Continue to provide enhanced access to council meetings via remote technology to improve community engagement.

Comment from Clerk: Ongoing and working well.

- To obtain mains drainage for Beanacre

Comment from Clerk: Installed in Westlands Lane in 2023 with Wessex Water completion in December. Residents beginning to connect now. No plans for the rest of Beanacre due to traffic management issues on A350.

- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass.

Comment from Clerk: Chasing updates on the report currently sat at Department for Transport (DfT).

- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town\*

Comment from Clerk: Project underway to install RTI at Mitchell Drive, Kestrel Court and Market Place.

- To seek to obtain higher speed internet access in the parish

Comment from Clerk: No progress.

- To develop a policy to improve road safety in the parish, maximizing the levers that the council have control or influence over.

Comment from Clerk: Road Safety Workshop now in place.

\*Working with Melksham Town Council

**Resolved:** To adopt the priorities as set out above and not completed for the Council Term 2021/25 and to include improvements to drainage at Bowerhill Sports Field.

**14/24 a) To approve dates of meetings for 2024/25**

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

The Clerk reminded Members publicity of what both the parish and Wiltshire Councillors had been up to during the year, as well as presenting grants to various organisations during the meeting could be seen as providing an unfair advantage to both incumbent Wiltshire Councillors and parish councillors, bearing in mind the local elections in May 2025 and therefore suggested holding the Annual Parish meeting in either early March before the pre-election period or at the end of May after the elections; annual parish meetings had to be held in March, April or May.

Councillor Glover confirmed following advice from the Clerk it would be possible for the new council appointed in May to present cheques approved by the previous council for the 2025/26 period as the necessary year end adjustments can be made. He had also discussed if the presentation of grant cheques could be left to the new council. Members discussed this and it was felt the new council would not know what grant decisions had been made previously and therefore, it should be left with the incumbent council to make the decision.

It was noted the proposed Finance Committee in March to review grants would also have to change to accommodate a grant presentation in early March.

The Clerk advised the Planning meeting on 20 May was cancelled due to lack of business.

**Resolved:** To approve the revised list of meeting dates as presented and to consider alternative meeting dates affected by the May local elections and period of heightened sensitivity prior to an election once the election date had been published.

**b) To approve venue for Annual Parish Meeting 2025**

**Resolved:** To investigate holding the Annual Parish Meeting at Whitley Golf Club in 2025.

**15/24 a) To approve the Minutes of the Full Council meeting held on 22 April 2024**

An amendment to Min 513(c)/23 was sought as follows:

‘...that both the Town Council and Melksham Without Parish Council were contributing 50% towards projects, whereas the smaller parishes were only contributing **25%**.’

‘...smaller parish councils were contributing the same percentage rate of **33%** for projects, as the town council...’

**Resolved:** To approve with the above amendments and for the Chair to sign the Full Council minutes of 22 April 2024.

**b) To approve the Confidential Notes to accompany the Full Council minutes of 22 April 2024**

**Resolved:** To approve and for the Chair to sign the Confidential Notes accompanying the Full Council minutes of 22 April 2024.

**16/24 Planning**

**a) To approve the Minutes of the Planning Committee meeting held on 29 April 2024**

**Resolved:** To approve and for the Chair to sign the Planning Committee minutes of 29 April 2024.

Councillor Baines left the meeting briefly during this item.

**b) To approve the Confidential Notes to accompany the Planning Committee minutes of 29 April 2024.**

**Resolved:** To approve and for the Chair to sign the Confidential Notes accompanying the Planning Committee minutes of 29 April 2024.

**c) To formally approve Planning Committee Recommendations of 29 April 2024.**

**Resolved:** To formally approve the recommendations of the Planning Committee meeting of 29 April 2024.



**i) To consider withdrawing 'call in' request: 178a Woodrow Road (PL/2024/01559)**

It was noted that following a reduction from four dwellings, the parish council were no longer objecting to proposals for two dwellings on this site, therefore, it was asked if Members were happy to withdraw the current 'call in' request.

**Resolved:** To withdraw the 'call in' request.

**d) S106 Agreement for Buckley Gardens (20/01938/OUT).**

Members were reminded the parish council had previously asked Wiltshire Council that the £200,000 S106 highway contribution from Buckley Gardens and the pooled highway funds from Townsend Farm be used for a new footpath to access the proposed new primary school at Pathfinder Way for children from Semington Road. However, as the planning application for 210 dwellings and a 70-bed care home (PL/2022/08504) had been approved at appeal and proposals for the site included a footpath through the development to access the school, the views of Members were sought on suggestions to put forward to Wiltshire Council on what this funding could be used for, in order the money was not left sat with Wiltshire Council and not used in the parish.

It was noted in the Decision Notice for the Buckley Gardens development it stated 'the developer is encouraged to enter into a S106 deed of variation without delay to secure the repurposing of £200,000 for alternative off-site highway and pedestrian connection improvement works to improve connectivity between the development site, the town centre to the north and education facilities to the east, inclusive of Local Cycling Infrastructure Plan routes and measures to enhance the use of the pedestrian route on the eastern side of the roundabout between Old Semington Road and Melksham'.

Councillor Wood noted with regard to the proposals for 210 dwellings and a 70-bed care home there were proposals for a footpath along the northern part of their development adjacent to the A365, however, there was a section of verge which did not include a footpath and suggested this funding could go towards this.

It was also noted the S106 funding also referred to the £200,000 highway funding contributing towards measures to reduce the attractiveness to pedestrians of the pedestrian route on the western side of the roundabout between Old Semington Road and Melksham. However, Members felt as this was the desire line route for people wishing to access both Aloeric School and the town, the highway improvement funding could be used to make the crossing more desirable for people to use, such as the installation of a Toucan crossing.

**Resolved:** For the Clerk to pull these two suggestions together and come back to Full Council.

**e) Bus Shelters – Semington Road.**

Following a site visit on 25 April to look at the position of the bus shelter adjacent to Telford Drive, following concerns raised that the side panels hindered drivers' view exiting Telford Drive, two options had been suggested by the Highways Engineer as a way forward:

- Removing the side glass panels.
- Replace side panel with new half panel or quarter end panel

Councillor Holt felt the best way forward was to relocate the shelter further into the highway land to the rear of the shelter, as even if the side panels were removed, if someone was stood waiting for a bus, this also obscured drivers' view from Telford Drive.

**Resolved:** To request Wiltshire Council install the bus shelter, such that it did not intrude into the visibility splay of Telford Drive junction, which the developer was required to do, as per the plans provided.

**f) Neighbourhood Plan Review**

The Clerk had provided a breakdown of indicative costs (excluding VAT) associated in getting the neighbourhood plan through to examination stage, including additional work undertaken with regard to site allocations totalling £22,750, to be split on agreed 70/30 between Melksham Town Council and Melksham Without as follows:

Melksham Without Parish Council contribution	£ 6,825
Melksham Town Council	£15,925

Councillor Glover noted, these were indicative costs and therefore suggested the council approve £8,000-£10,000 additional funding, to cover potential additional costs which may or may not arise in the future.

**Resolved:** To approve £10,000 additional funding for the neighbourhood plan review to come from Community Infrastructure Levy funding (CIL).

To continue employing Miriam Zaccarelli on a part time basis to assist with neighbourhood plan admin support, paid for by Melksham Town Council as previously agreed.

**17/24 a) To note Income/Expenditure reports for April.**

Members noted 50% of the precept (£130,796) was already deposited in the bank and a number of transactions had taken place

to move £525,000 into the Charities Churches & Local Authority (CCLA) account.

**Resolved:** To note the Income/Expenditure reports for April.

**b) To appoint cheque signatories/online authority for May payments.**

Councillors Glover, Holt and Shea-Simonds volunteered as cheque signatories/online authority for May and suggested the Finance & Amenities Officer approach 2 out of the 3 dependent on who undertook it last time.

The Clerk sought a volunteer, which did not have to be a member of the Finance Committee, in order to undertake an internal control check.

**Resolved:** For Councillor Franks to undertake an internal control check and report back to Full Council.

**c) To approve transfer of funds between bank accounts and fixed term deposits.**

The Clerk informed the meeting there was £35,000 in the Lloyds current account, £18,840 worth of cheques/direct debits to come out, therefore, if leaving the £5,000 buffer as previously agreed, asked for £11,000 to be transferred from the Lloyds current account into the Unity current account and move £12,000 from the CCLA into the Unity current account.

**Resolved:** To move £11,000 from the Lloyds current account into the Unity current account and to move £12,000 from the CCLA account into the Unity current account.

Councillors Glover and Wood to sign the CCLA transfer form after the meeting.

**d) Parish Council Insurance**

It was noted the council's insurance quote for the year ie 1 June 2024 to 31 May 2025 was £4,535.87, and as per Financial Regulation 4.1 regarding expenditure on revenue items, was close to the £5,000 or over, which had to be approved by Full Council and therefore, delegated powers were sought for the Finance Committee on 20 May to approve the council's insurance cover once it had been reviewed.

**Resolved:** To give delegated powers to the Finance Committee on 20 May to review and approve the parish council's insurance cover and authorise payment before the 1 June deadline.

#### **e) Friends of Shurnhold Fields**

Members noted Friends of Shurnhold Fields, following receipt of a grant from the National Lottery, had purchased a new lawn mower costing approximately £8,000. It had been insured by the parish council, in the interim, until 31 May 2024 under the Clerk's delegated powers, at a cost of £8.96, which the insurers had waived until the group had made arrangements for their own insurance cover.

#### **18/24 Asset Management**

##### **a) To receive update on play area legal transfers for Pathfinder Place, Berryfield and Kestrel Court.**

The Clerk informed the meeting, that despite chasing Council's solicitors, there was no update to report.

##### **b) Defibrillators**

##### **i) To note donation from Bowerhill resident towards new defib outside Bowerhill Village Hall and to approve a training session to be held in Bowerhill.**

Members noted a generous donation of £1,500 towards a new defibrillator for outside Bowerhill Village Hall had been received from the wife of former Chair of the Council, Mike Mills.

**Resolved:** To send the Council's thanks to Marilyn Mills and to arrange defibrillator training at Bowerhill Village Hall.

##### **ii) To consider correspondence regarding governance and registration of defibrillators.**

Members noted the Council's provider of the other defibrillators in the parish, Community Heartbeat, had raised concern at the type of defibrillator sponsored by the Government, which was being installed outside Bowerhill Village Hall, however, following recent correspondence from the Government's provider, Community Heartbeat were now reassured.

##### **iii) To receive update on community accessible defib at Whitley Stores.**

Members noted the defibrillator recently installed outside Whitley Stores had come from the Community Hub at the railway station, which had now closed down and was from Community Heartbeat and therefore, registered with Webnos and the South West Ambulance Service.

## 19/24 Community projects/partnership organisations

### a) Age UK.

Confirmation had been received from Age UK the cost for the Age UK Melksham Community Support service would be £24,000 for the year 2024/25, with the costs split on a 50% share each between the parish council and Melksham Town Council.

Councillor Glover noted in their recent quarterly report it referred to the number of people in Melksham and therefore, had asked that this be broken down to include the number of people in Melksham Without going forward.

**Resolved:** To approve the £12,000 (50%) share of the costs of the Age UK Melksham Community Support service to be paid quarterly on sight of their quarterly report and meeting the outcomes as set out in the service level agreement.

### b) Melksham Emergency Support

Members noted the information provided by the Clerk following a recent meeting and the actions taken.

The Clerk informed the meeting a laptop had been returned from a Melksham Community Support volunteer, which was owned by 4Youth, who had subsequently written it off and therefore donated it to the parish council for the Melksham Emergency Support project. The Clerk therefore sought a steer if Members were happy to accept it and that she stored it at her home, in case of an emergency and unable to access her work laptop in the Campus (if locked).

**Resolved:** To approve the storage of the donated laptop at the Clerk's home for use in the event of an emergency.

### c) Police drop-in sessions

Members noted PC Elliott Holdsworth was providing Councillor drop-in sessions at Melksham Without Parish Council offices in the Campus once a month, if Members wished to come along or leave questions, with the first session taking place on Tuesday, 21 May at 11.00am.

### d) To approve a request from Community Action Whitley & Shaw (CAWS) regarding their new History signs

A request had been received from CAWS if the parish council would be prepared to fund the installation of the new History signs (£250 ex VAT), which had been funded via a grant from the parish council.

Whilst Members supported the project, it was felt such a request for funding was outside the normal annual grant process and therefore would set a precedent for similar requests from other organisations in the future.

**Resolved:** To refuse the request, explaining this is outside the parish council's normal grant process.

**e) Wiltshire Explore App.**

The Clerk explained a meeting had taken place on 24 April with the parish council facilitating the meetings, several volunteers were now onboard to assist in uploading information to the App, with the WWI trail being uploaded to the App shortly.

Meeting closed at 21.34pm

Signed.....  
Chair, Full Council, 17 June 2024

Date: 02/05/2024

Melksham without Parish Council Current Year

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Time: 13:59

Cashbook 1

User: MR

Current Account &amp; Instant Acc

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		43,276.05					43,276.05	
V3847-BACS	Banked: 05/04/2024	66.00						
V3847-BACS	Future of Football	66.00			1210	210	44.00	Part Inv.418-W/C 1st April
					1210	210	22.00	Inv.412- 25th March evening se
V3848-BACS	Banked: 11/04/2024	600.00						
V3848-BACS	Wiltshire Council	600.00			1420	350	600.00	19/00221 Shaw Hill CIL
V3849-BACS	Banked: 15/04/2024	70.00						
V3849-BACS	Allotment Holder	70.00			1310	310	70.00	RELET rent 12a Berryfield
V3850-BACS	Banked: 16/04/2024	385.00						
V3850-BACS	Future of Football	385.00			1210	210	220.00	Inv.411- Weekend blanket booki
					1210	210	165.00	Part Inv.417- Weekend blanket
V3851-BACS	Banked: 18/04/2024	150.00						
V3851-BACS	Wiltshire Council	150.00			1155	110	150.00	Inv.401-refreshments & equipme
V3852-BACS	Banked: 19/04/2024	130,796.00						
V3852-BACS	Wiltshire Council	130,796.00			1076	110	130,796.00	Parish precept 1 of 2
V3853-BACS	Banked: 22/04/2024	66.00						
V3853-BACS	Bath Road Wanderers	66.00			1210	210	66.00	For match 21st April 24
V3864-BACS	Banked: 22/04/2024	1,001.50						
V3864-BACS	Melksham Town Council	1,001.50			1480	170	867.10	Inv.413 NHP Room hire
					1480	170	134.40	Inv.414- NHP wix website
V3865-BACS	Banked: 29/04/2024	440.00						
V3865-BACS	Future of Football	440.00			1210	210	110.00	Inv.418- W/C 8th April traini
					1210	210	110.00	Inv.418- W/C 15th April traini
					1210	210	110.00	Inv.418- W/C 22nd April traini
					1210	210	110.00	Inv.418- W/C 29th April traini
<b>Total Receipts for Month</b>		133,574.50	0.00	0.00			133,574.50	
<b>Cashbook Totals</b>		<u>176,850.55</u>	<u>0.00</u>	<u>0.00</u>			<u>176,850.55</u>	

Continued on Page 209

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/04/2024	Bowerhill Village Hall Trust	V3823-6152	5,000.00			4620	170	5,000.00	Grant Award 2024/25
15/04/2024	Shaw Village Hall	V3824-6153	9,250.00			4620	170	9,250.00	Grant Award 2024/25
15/04/2024	Berryfield Village Hall Trust	V3825-6154	4,800.00			4620	170	4,800.00	Grant Award 2024-25
15/04/2024	Bowerhill Residents Action Gro	V3826-6155	450.00			4610	170	450.00	Grant Award 2024/25
15/04/2024	BASRAG	V3827-6156	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	CAWS	V3828-6157	1,290.00			4610	170	1,290.00	Grant Award 2024/25
15/04/2024	4Youth (South West)	V3829-6158	3,000.00			4610	170	3,000.00	Grant Award 2024/25
15/04/2024	Bowerhill Baby & Toddler Group	V3830-6159	1,643.42			4610	170	1,643.42	Grant Award 2024/25
15/04/2024	Group Five	V3831-6160	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham PHAB Club	V3832-6161	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Wiltshire Air Ambulance	V3833-6162	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham Community First Respo	V3834-6163	930.00			4610	170	930.00	Grant Award 2024/25
15/04/2024	HELP Counselling Services	V3835-6164	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Life Education Centres Wiltshi	V3836-6165	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Melksham Community Money advic	V3837-6166	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Age UK Wiltshire	V3838-6167	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Wiltshire Citizens Advice	V3839-6168	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Alzheimer's Support	V3840-6169	400.00			4610	170	400.00	Grant Award 2024/25
15/04/2024	Meadowbrook Wiltshire	V3841-6170	340.00			4610	170	340.00	Grant Award 2024/25
15/04/2024	FearFree	V3842-6171	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Melksham Food & River Festival	V3843-6172	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	that meeting space	V3844-6173	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Crimestoppers Trust	V3845-6174	150.00			4610	170	150.00	Grant Award 2024/25
15/04/2024	Melksham Carnival	V3846-6175	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Friends of Shurnhold Fields	V3847-6176	1,000.00			4610	170	1,000.00	Grant Award 2024/25
15/04/2024	Connect Shaw & Whitley	V3848-6177	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	AFC Melksham Disabled Football	V3849-6178	300.00			4610	170	300.00	Grant Award 2024/25
15/04/2024	Melksham Gardeners Society	V3850-6179	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	Melksham Amateur Swimming Club	V3851-6180	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Shaw & Whitley Garden Club	V3852-6181	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Melksham Cricket Club	V3853-6182	220.00			4610	170	220.00	Grant Award 2024/25
15/04/2024	Melksham WI	V3854-6183	200.00			4610	170	200.00	Grant Award 2024/25
15/04/2024	Wiltshire Youth Canoe Club	V3855-6184	500.00			4610	170	500.00	Grant Award 2024/25
15/04/2024	Shaw & Whitley Art Group	V3856-6185	250.00			4610	170	250.00	Grant Award 2024/25
15/04/2024	Melksham Tourist Info Centre	V3857-6186	600.00			4630	170	600.00	Grant Award 2024/25
15/04/2024	Bowerhill Village Hall	V3823-6152	-5,000.00			4620	170	-5,000.00	VOID-Grant CHQ
15/04/2024	HELP Counselling	V3835-6164	-200.00			4610	170	-200.00	VOID- Grant CHQ
15/04/2024	Crimestoppers Trust	V3845-6174	-150.00			4610	170	-150.00	VOID- Grant CHQ
15/04/2024	Daisy (Onebill)	V3854-DD	45.29		7.55	4190	120	37.74	Inv.311- Campus wifi & line
15/04/2024	Daisy (Onebill)	V3855-DD	45.29		7.55	4384	220	37.74	Inv.312-Pavilion wifi & line
24/04/2024	Unity Bank	V3856-6187	125,000.00			220		125,000.00	Transfer to Unity Trust Bank

Continued on Page 210



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<b>Total Payments for Month</b>	157,664.00	0.00	15.10	157,648.90
<b>Balance Carried Fwd</b>	19,186.55			
<b>Cashbook Totals</b>	<u>176,850.55</u>	<u>0.00</u>	<u>15.10</u>	<u>176,835.45</u>

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Date: 02/05/2024

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Time: 13:59

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 :		52,319.11					52,319.11	
	Banked: 08/04/2024	400,000.00						
V3861	Instant Access Unity 20476339	400,000.00				230	400,000.00	Transfer to Unity Trust Bank
	Banked: 24/04/2024	125,000.00						
V3856-6187	Current Account & Instant Acc	125,000.00				200	125,000.00	Transfer to Unity Trust Bank
<b>Total Receipts for Month</b>		525,000.00	0.00	0.00			525,000.00	
<b>Cashbook Totals</b>		<u>577,319.11</u>	<u>0.00</u>	<u>0.00</u>			<u>577,319.11</u>	

Continued on Page 213

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/04/2024	Grist Environmental	V3859-DD	82.56		13.76	4770	220	68.80	Inv.204-B'hill waste away
02/04/2024	Teresa Strange	V3860-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile- April
09/04/2024	London Hearts	V3863-BACS	750.00			4049	142	750.00	Match fund-B'hill V Hall defib
10/04/2024	EDF Energy	V3862-DD	203.49		9.69	4302	220	193.80	Inv.009-Pavilion Electricity
16/04/2024	Lloyds Bank PLC	V3846-DD	247.68		40.03	4370	120	10.49	Window Cleaner
						4150	120	41.88	Pens, paper & locable box
						4150	120	4.14	Cash receipt book
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4175	120	12.99	Online meeting subscription
						4120	120	4.55	Postage for notices & posters
						4140	120	3.00	Monthly fee
26/04/2024	Ace Shelters	V3823-BACS	4,290.00		715.00	4545	142	3,575.00	Inv.1782-New bus shelter Beana
26/04/2024	Agilico	V3824-BACS	57.42		9.57	4130	120	47.85	Inv.520-Office photocopying
26/04/2024	JC Combustion Services Ltd	V3825-BACS	480.00		80.00	4791	220	400.00	3917-Boiler and water heat ser
26/04/2024	Jens Cleaning	V3826-BACS	336.00			4381	220	336.00	Inv.1080-March/April cleaning
26/04/2024	JH Jones & Sons	V3827-BACS	1,765.12		294.19	4400	142	38.13	4107-Kestrel Court Shrub maint
						4409	142	179.67	Hornchurch grass cutting
						4820	142	36.21	SHF annual cut
						4402	320	66.16	Allotment grass cutting
						4400	142	244.09	Play Area grass cutting
						4780	142	57.75	Play Area bin emptying
						4781	220	87.54	JSF Bin emptying
						4401	220	761.38	JSF Grass cutting
26/04/2024	Rialtas Business Solutions Ltd	V3828-BACS	428.40		71.40	4185	120	357.00	Inv.848-Annual support & maint
26/04/2024	HELP Counselling	V3829-BACS	200.00			4610	170	200.00	Grant award 2024/25
26/04/2024	Crimestoppers Trust	V3830-BACS	150.00			4610	170	150.00	Grant award 2024/25
26/04/2024	Bowerhill Village Hall Trust	V3831-BACS	5,000.00			4620	170	5,000.00	Grant award 2024/25
26/04/2024	Aquasafe Environmental Ltd	V3832-BACS	150.00		25.00	4212	220	125.00	Inv.406-Monthly PPM visit Apri
26/04/2024	Rialtas Business Solutions Ltd	V3833-BACS	1,041.60		173.60	4185	120	868.00	Inv.31577- Y/E Closedown
26/04/2024	Netti of Melksham	V3834-BACS	2,862.20		458.70	4680	170	2,403.50	NHP consultation materials
26/04/2024	Wiltshire Pension Fund	V3835-BACS	2,195.66			4000	130	272.17	Period 1- April 2024
						4020	130	128.09	Period 1- April 2024
						4010	130	130.07	Period 1- April 2024
						4045	130	1,665.33	Period 1- April 2024
26/04/2024	HM Revenue & Customs	V3836-BACS	2,462.33			4000	130	536.40	Period 1- April 2024-T
						4000	130	236.36	Period 1- April 2024-NI
						4020	130	206.40	Period 1- April 2024-T
						4020	130	92.83	Period 1- April 2024-NI
						4010	130	212.80	Period 1- April 2024-T

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Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4010	130	95.56	Period 1- April 2024-NI
						4460	142	192.40	Period 1- April 2024-T
						4800	320	8.60	Period 1- April 2024-T
						4041	130	880.98	Period 1- April 2024
26/04/2024	Teresa Strange	V3837-BACS	██████	Total Salary for April 24  £7,300.20		4000	130	██████	April 2024 salary
26/04/2024	Lorraine McRandle	V3838-BACS	██████		4020	130	██████	██████	April 2024 Salary
					4120	120		8.70	Ditch letters & agenda pack x1
26/04/2024	Marianne Rossi	V3839-BACS	██████		4010	130	██████	██████	April 2024 Salary
26/04/2024	Terry Cole	V3840-BACS	██████		4460	142	██████	██████	April 2024 Salary
					4050	142		47.50	Travel Allowance- April 24
					4051	142		43.65	Mileage x97 miles
26/04/2024	David Cole	V3841-BACS	██████		4800	320	██████	██████	April 2024 Salary
26/04/2024	JH Jones & Sons	V3842-BACS	1,939.20		323.20	4740	220	1,616.00	Inv.4142- Pitch fertilizing
26/04/2024	Miriam Zaccarelli	V3843-BACS	105.00			4680	170	105.00	Inv.2402-NHP Additional resour
26/04/2024	Wits Assoc of Local Councils	V3844-BACS	1,404.88		234.15	4650	170	700.76	Inv.163- WALC Subscription
					4650	170	469.97	Inv.163- NALC Subscription	
26/04/2024	Wiltshire Publication	V3845-BACS	636.00		106.00	4240	120	530.00	Inv.466- Spring newsletter
26/04/2024	CCLA	V3858-BACS	150,000.00			240		150,000.00	Transfer to CCLA account
30/04/2024	Teresa Strange	V3857-S/O	5.30		0.88	4190	120	4.42	Inv.310- Out of hours mobile
<b>Total Payments for Month</b>			184,198.19	0.00	2,556.05			181,642.14	
<b>Balance Carried Fwd</b>			393,120.92						
<b>Cashbook Totals</b>			577,319.11	0.00	2,556.05			574,763.06	

Date: 02/05/2024

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

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>
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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Date: 02/05/2024

Melksham without Parish Council Current Year

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Time: 13:59

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						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</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>
	Balance Brought Fwd :	408,834.76					408,834.76	
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>408,834.76</u>	<u>0.00</u>	<u>0.00</u>			<u>408,834.76</u>	

Continued on Page 26

Date: 02/05/2024

**Melksham without Parish Council Current Year**

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**Cashbook 4**

User: MR

**Instant Access Unity 20476339**

**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>
08/04/2024	Unity Bank	V3861	400,000.00				220	400,000.00	Transfer to Unity Trust Bank
<b>Total Payments for Month</b>			400,000.00	0.00	0.00			400,000.00	
<b>Balance Carried Fwd</b>			8,834.76						
<b>Cashbook Totals</b>			<u>408,834.76</u>	<u>0.00</u>	<u>0.00</u>			<u>408,834.76</u>	



Date: 02/05/2024

Melksham without Parish Council Current Year

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Cashbook 5

User: MR

CCLA

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>
	Banked: 26/04/2024	150,000.00						
V3858-BACS	Unity Bank	150,000.00			220		150,000.00	Transfer to CCLA account
<b>Total Receipts for Month</b>		150,000.00	0.00	0.00			150,000.00	
<b>Cashbook Totals</b>		<u>150,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>150,000.00</u>	

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Date: 02/05/2024

**Melksham without Parish Council Current Year**

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**Cashbook 5**

User: MR

**CCLA**

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						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		150,000.00						
	<b>Cashbook Totals</b>		150,000.00	0.00	0.00			150,000.00	