

**MINUTES of the Full Council Meeting of Melksham Without  
Parish Council held on Monday 17 June 2024 at Melksham Without Parish  
Council Offices, Melksham Community Campus (First Floor), Market  
Place, Melksham, SN12 6ES at 7.00pm**

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

**Officers:** Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

**In attendance:** Wiltshire Council Nick Holder (Bowerhill) (for part of meeting) and 5 members of public

**63/24 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting and informed those present 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:

- a) Following the announcement of a General Election on 4 July, Councillors were reminded of a period of political heightened sensitivity before the election.
- b) To note that following the resignation of Councillor Andy Russell, as 10 electors did not come forward requesting an election by 17 May, the Parish Council will co-opt to fill a casual vacancy in Bowerhill Ward later in the meeting.
- c) Catesby Estates have informed the parish council they are resubmitting their planning application for 300 dwellings at Snarleton Farm later in the Summer. Leaflets will be going out to residents this Friday advertising their pre application consultation.
- d) The Asset Management Committee meeting and site visit will now take place on Monday 1 July, with the Planning Committee now moved to 8 July from 1 July as previously notified.

**64/24 a) To receive apologies and consider approval of reasons given**

Apologies were received from Councillor Chivers who had a hospital appointment and Councillor Doel who was feeling unwell.

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

**65/24 Invited Guests:**

Standing Orders were suspended to allow Wiltshire Councillor Holder to

address the Council.

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

Wiltshire Councillor Holder informed the meeting he had written to Catesby Estates regarding their proposal to re-submit plans for 300 dwellings at Snarlton Farm highlighting that the site had not been allocated in the draft Local Plan or the reviewed draft neighbourhood plan (JMNP2). As Catesby Estates had previously stated they had withdrawn their application due to changes to the National Planning Policy Framework (NPPF) with regard to the land supply figure coming down from 5 years to 4 years he had highlighted in his response that Wiltshire Council can demonstrate they have a 4.2-year land supply and expressed disappointment this application had come forward at this particular time.

Wiltshire Councillor Holder congratulated the parish council on their perseverance in getting real-time information (RTI) installed on bus shelters and was delighted to see it installed on the bus shelter on Mitchell Drive, Bowerhill and was informed RTI was due to be installed on 2 other bus shelters in Bowerhill shortly.

Councillor Pafford sought guidance from Wiltshire Councillor Holder when the new roundabout on Spa Road was due to be completed.

Wiltshire Councillor Holder explained he understood works were still on schedule with some night time closures and diversions taking place in the next couple of weeks as well as off-peak day time traffic lights in order to complete the works.

Standing Orders were reinstated.

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

Wiltshire Councillor Alford was assumed to be attending the Full Council meeting of Melksham Town Council.

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

Wiltshire Councillor Seed had submitted a report, which Members noted.

**66/24 a) To receive Declarations of Interests**

As Chair and member of Berryfield Village Hall Trust respectively, Councillors Holt and Wood declared an interest in item 13b regarding

Berryfield Village Hall Section 106 Side Agreement relating to funding for the maintenance of the public art work.

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

None received.

**67/24** 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 as required (10d, 12b, 13a, 13b, 13d)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

10(d): Suggested draft to Wiltshire Council re s106 funding for Buckley Gardens. Reason: beginnings of a legal agreement.

12(b): Staffing.

13(a): Legal agreements for play area transfers. However not received yet, therefore, this item is deferred.

13(b): Berryfield Village Hall. Reason: Legal agreement for transfer of s106 funds from Wiltshire Council to the parish council.

13(d): Bowerhill Sports Field. Reason: Contractual agreement.

**Resolved:** For items 10(d), 12(b), 13(b) and 13(d) to be held in closed session for the reasons given.

**68/24 Public Participation**

Standing Orders were suspended to allow those who had stood for co- option to speak to the Council in alphabetical order:

**Chris Griffiths**

Chris explained he had moved to the parish 3 months ago and had previously stood as a town and parish councillor elsewhere and felt it was important to put your name forward if these opportunities arose and to get involved in the community and serve the council.

Councillor Glover invited questions from Members.

Q: Apart from previous experience what skills could you bring to the council?

A: Work for a facilities management company in a national role and learnt a lot about working with key stakeholders, been in finance and looked after green spaces.

Q: What is your work life balance?

A: Have a national contract to look after and whilst away can be at home often and therefore flexible.

Q: How much do you know about the parish?

A: As only just moved in, will be honest and do not know that much at present, but did watch recent meeting on Zoom.

Q: Whilst vacancy may be in Bowerhill ward, aware will be making decisions about other areas?

A: Yes, aware of larger parish area.

### **Anne Sullivan**

Anne explained she was originally from Worrall, Merseyside and moved to Bowerhill in 2003. Has done a lot of volunteer work locally. Work as senior manager at Ministry of Defence and aware of challenges of handling tax payers' money and all the resources which goes with this. Worked in several roles such as operational HR, specialist HR, project management, IT security, data protection, strategy, ran sites and infrastructure, safety, managed PFI contracts. Have a high level of security and used to working in a confidential environment. Quite outgoing and likes to get involved in the community.

Councillor Glover invited questions from Members.

Q: What is your work life balance?

A: Whilst have a full-time job, I am quite flexible and have looked at times of meetings and can work around them and not away that often.

Councillor Glover informed the meeting Jacqui Shearing was away on holiday and therefore could not attend the meeting. Alex Jones whilst on her way to the meeting had not yet arrived and sought a steer from the Clerk how to proceed, with the Clerk informing the meeting that was a decision for themselves at which point Alex Jones arrived and apologised for her lateness to the meeting.

### **Alex Jones**

Alex explained she was new to the parish, a business owner and mum and wanted to make the parish a really good place for her son to grow up in.

Councillor Glover invited questions from Members.

Q: What is work life balance and how would it fit in with the council?

A: Husband works from home and can provide support, I also have plans to scale back work.

Q: What skills can you bring to the council?

A: I am very organised and set up Residents Association for Pathfinder Place.

Standing Orders were reinstated.

## **69/24 Co-option of new Member for Bowerhill Ward Casual Vacancy**

### **a) To note procedure for co-option**

Councillor Glover reminded Members of the voting procedure, in that a candidate needed to receive over 50% of the votes with Members taking a vote on all candidates in the first instance and if there were no candidates with over 50% majority, the candidate with the lowest votes would be removed from the list and voting would start again.

### **b) To consider applications for co-option of new Councillor and Appoint**

Following candidates providing a summary of why they wished to be co-opted, Members were asked to vote by a show of hands, with the votes as follows:

Chris Griffiths:	No Votes
Alex Jones:	No votes
Jacqui Shearing:	No votes
Anne Sullivan:	9 Votes

Councillor Glover thanked those who had come forward for co-option.

**Resolved:** To duly appoint Anne Sullivan as Councillor for the Bowerhill Ward.

3 members of public left the meeting at this point.

### **c) The newly appointed Councillor to sign a declaration of office and join the meeting.**

**Resolved:** Councillor Anne Sullivan signed her declaration of office form, which was countersigned by the Clerk.

### **d) To appoint newly appointed Councillor to vacancies on committees and working parties**

**Resolved:** Councillor Sullivan to be appointed to the Staffing Committee and Road Safety Working Group.

## 70/24 Standing Orders

The Clerk advised that the Finance Committee who met on 20 May, had reviewed the new model National Association of Local Councils (NALC) Financial Regulations and tailored them to reflect the practice of the parish council. NALC had not updated their model Standing Orders to suit, and therefore the Standing Order 18(a)(v) needed to be amended to align with the proposed financial regulation 5.7

**18. Financial Controls and Procurement** a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangement in respect of the following:  
v) whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise

**Resolved:** To amend the value in Standing Order 18(a)(v) from £30,000 to £40,000 excluding VAT to match Financial Regulation 5.7.

To adopt the Melksham Without Parish Council Standing Orders stood down from the Annual Council meeting on 13 May 2024 following amendments.

## 71/24 To approve the Minutes of the Annual Council Meeting held on 13 May 2024.

A few minor typing errors had been noted, but did not change the context of the minutes.

The Clerk noted Councillor Pafford was listed as a Melksham Oak representative on the Governing Body, however, this had been disbanded and sought a steer if Members wish this to be taken out of the minutes.

Councillor Wood queried if at the time of the meeting, Councillor Pafford was in post and suggested if not to amend the minutes accordingly.

**Resolved:** To approve and for the Chair to sign the Annual Council minutes of 13 May 2024.

## 72/24 Planning

**a) To approve the Planning Committee Minutes of 10 June 2024 and Confidential Notes to accompany the minutes.**

The Clerk, having only just had an opportunity to read the minutes as she had been off sick, noted the trees relating to the Tree Preservation order for land off Beanacre Road (Min 55(b)/24) had been listed in the minutes, however, Members had highlighted at the meeting this information was not available and therefore sought a steer from Members if they were happy

for this information to be included in the minutes as it provided a record of what was included in the Tree Preservation Order.

As Chair of the Planning Committee, Councillor Wood informed the meeting he was happy for this information to remain in the minutes.

The Clerk also noted the resolution under Min 61(b)/24 should be a recommendation, there was also one minor typing error.

**Resolved:** With the suggested amendment above, to approve and for the Chair to sign the Planning Committee minutes of 10 June 2024 and Confidential Notes to accompany the minutes.

**b) To formally approve the Planning Committee recommendations of 10 June 2024**

With regard to minute 58(c)/24 re cumulative effect of solar farms whilst Members approved the recommendation, in light of recent planning applications for battery storage facilities, it was asked if this could also be included within policy 2 of the revised draft Neighbourhood Plan (JMNP#2) relating to Local Renewable and Low Carbon Energy. Following debate, it was:

**Resolved:** To approve the recommendations of the Planning Committee of 10 June 2024 and as part of recommendation 58/24c to ask that the Steering Group also look at the cumulative effect of all possible infrastructure and connectively to the National Grid Melksham sub-station at Beanacre.

**c) To formally approve draft Neighbourhood Plan (JMNP2), modification statement, evidence documents and community consultation statement for Regulation 14(B) consultation, as a Qualifying Body**

Councillor Glover informed the meeting that only the “significant changes” to the site allocations and the removal of the green gap on land south of Western Way (following approval at appeal of planning application PL/2022/08504 on land south of Western Way for 210 dwellings and a 70-bed care home) were being consulted on. All other comments that had been submitted (nearly 1000) had been banked for review of the submission version of the plan. A late evidence paper had been received that afternoon with one other evidence paper still to come, with both relating to capacity and viability at the former Cooper Tires site. However,

this still gave time to review before publication and submission to Wiltshire Council as part of the formal consultation procedures.

The Clerk had suggested approval of the additional evidence documents be given to Councillor Pafford as Chair of the Steering Group in conjunction with herself with support/advice from Place.

Councillor Richardson explained whilst accepting the principle of the draft neighbourhood plan, he had concerns regarding the housing numbers and sought some clarification to go into the plan to make it more descriptive of what the plan was trying to do and make it clearer why the housing allocation was larger than required in the Local Plan. He also felt the numbers that were being quoted from the Local Plan were not quite right, however, he could deal with his concerns by providing a response to the consultation.

Councillor Pafford explained the supporting documents of the draft Neighbourhood Plan had gone to great length to explain why the land south of Western Way had been included in the plan and there was also an explanation of the number of dwellings at the former Cooper Tires site.

With regard to the housing allocation in the draft Local Plan, Councillor Pafford explained the council's objections to the allocation had been lodged with Wiltshire Council and meetings held. It was understood that Wiltshire Council had not changed their mind on the housing allocation for Melksham, but the Parish Council could continue to make the point.

Councillor Richardson accepted the parish council could not go through a process to challenge the figures, however, felt the housing allocation quoted in the draft neighbourhood plan (JMNP2) was wrong. In terms of the narrative accepted there was a lot of information of why the allocations had been chosen and accepted this. However, he felt a simple statement explaining the plan's purpose in allocating a number of houses it has to, as stated in the draft Local Plan and to explain in addition to this making some proposals for the Cooper Tires and Library site would be helpful as some people may be confused and think more housing was being allocated than needed to be.

Councillor Glover explained some of Councillor Richardson's points could be dealt with, if it needed to be, outside of the parish council approving the plan and evidence documents.

The plan had been approved by the Steering Group and was also being considered for approval by the Town Council that evening, therefore changes to the draft plan for consultation could not be made at this stage as they would not have gone through the planning consultants or steering group, and would be different to the version being considered by the town council this evening. However, there was still opportunity for changes in the submission version going to Wiltshire Council in due course, including those regarding renewable energy etc. With regard to communications



about explaining the increase in housing numbers, this could go into the communications going out, such as the Melksham News adverts.

Whilst accepting the explanation above, Councillor Richardson explained the community he represented would not necessarily understand why the numbers had changed, notwithstanding the explanations in the evidence documents.

As the consultation drop-in sessions were prior to the next Full Council meeting, the Clerk provided the dates as follows:

Friday, 19 July, 4.00pm-7.00pm at Melksham Campus  
Saturday, 20 July, 11.00am-2.00pm at Shaw Village Hall  
Tuesday, 23 July, 5.00pm-8.00pm at Bowerhill Village Hall

Councillor Baines noted in the Sustainability Assessment on page 383 it stated a 2028 date and queried if this should be 2038. The Clerk agreed to investigate and asked if anyone else spotted any errors to let her know as soon possible.

**Resolved:** To formally approve, as a Qualifying Body, the draft Neighbourhood Plan JMNP2 and modification statement, evidence documents and draft community consultation statement for Regulation 14(B) consultation.

To delegate approval of the latest evidence documents on the capacity and viability of the former Cooper Tires site, to Councillor Pafford and the Clerk prior to publication and submission to Wiltshire Council, with support from Place Studio.

**d) S106 Agreement for Buckley Gardens (20/01938/OUT). To consider request to Wiltshire Council for use of pooled s106 highway funds (Arising from Min 16(d)/24)**

**HELD IN CLOSED SESSION.**

The Clerk explained the Highway Officer had responded to her correspondence sent earlier in the year regarding highway funding, but felt the response received did not help in answering the questions raised by this council.

Councillor Glover sought a steer from Members to see if they were happy with the suggested wording to submit to Wiltshire Council regarding highway funding.

**Resolved:** To approve the wording as suggested by the Clerk.

## 73/24 Finance

### a) To approve the Finance Committee Minutes of 20 May 2024

**Resolved:** To approve and for the Chair to sign the Finance Committee minutes of 20 May 2024.

### b) To formally approve the recommendations of the Finance Committee meeting of 20 May 2024

Councillor Glover as Chair of Council declared an interest in Min 34/24 regarding the Chairman's Allowance but as this item was deferred, he remained in the room when this recommendation was approved.

**Resolved:** To formally approve the recommendations of the Finance Committee meeting held on 20 May 2024.

### c) Insurance Cover

#### i) To note the renewed Council's Insurance cover at a cost of £4,481.15 Arising from Min 26(b)/24

**Resolved:** To note the Council's insurance cover was renewed at a cost of £4,481.15.

#### ii) To note the renewed Council's Cyber Cover and correspondence. Arising from Min 26(b)/24

**Resolved:** To note the Council's cyber cover had been renewed and clarification received from the Council's IT consultant following questions raised by the Council's insurers.

### d) To receive feedback from Councillor Franks following Internal Control visit (22 May)

Councillor Franks provided feedback on his internal control visit having noted during the visit everything was organised with information readily available and all relevant documentation signed and approved.

### e) To note information on Accounting and Audit: Year End Process

**Resolved:** To note.

### f) To note Internal Auditor's final report for year ending 31 March 2024

**Resolved:** To note the final Internal Auditor's report prepared by IAC Audit & Consultancy Ltd for the year ending 31 March 2024.

**g) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2024 (Governance Statement)**

The Clerk explained the Finance Committee on 20 May 2024 had reviewed all the supplementary information with regard to requirements under each question and confirmed the Parish Council had met all these. The Finance Committeeman recommended that the Council answer 'yes' to the questions posed (1-8), noting that question 9 did not apply as the Council had no trust funds. The Council as a Corporate body had to approve the External Audit Annual Return Governance Statement – Section 1 and Accounts Statement - Section 2.

**Resolved:**

1. The Council answered "Yes" to questions 1-8 on the Section 1 (Governance Statement) of the External Audit Annual Return for the year ending 31 March 2024, which was subsequently approved and signed by the Chairman and the Clerk.

**h) To approve and sign Section 2 of External Audit Annual Return for year ending March 2024 (Accounts Statement).**

As the Responsible Finance Officer, the Clerk had signed Section 2, the Accounting Statements, to certify them prior to being reviewed by Members. The Finance Committee on 20 May 2024 having looked at all the detail had recommended approval by the Full Council.

**Resolved:** To approve and Councillor Glover as Chair to sign Section 2 of the External Audit Annual Return for the year ending 31 March 2024.

**i) To approve and sign Year End Accounts & Statement for year ending 31 March 2024**

**Resolved:** To approve and for Councillor Glover and the Clerk to sign the Year End Accounts & Statement for year ending 31 March 2024.

**j) To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 20 May 2024)**

The Clerk explained the changes to the Financial Regulations were recorded in the Finance Committee minutes of 20 May 2024 and were based on the new model from the National Association of Local Councils (NALC) and tailored to fit Melksham Without Parish Council.

**Resolved:** To adopt the Melksham Without Parish Council Financial Regulations as per the revised version by the Finance Committee on 20<sup>th</sup> May 2024.

**k) To note Receipts & Payments reports for May**

**Resolved:** To note the Receipts & Payments reports for May.

**l) To seek cheque signatories/online authority for June and July payments**

**Resolved:** For Councillors Pafford and Baines to be cheque signatories/online authority for June with Councillors Holt and Wood as cheque signatories/online authority for July.

**m) To approve Bank Account and Fund Transfers**

**Resolved:** To transfer £9,000 from the Lloyds current account to Unity current account and to transfer £63,000 (£23,000 in June and £40,000 in July) from the CCLA account to the Unity current account and for Councillors Wood and Holt to sign the CCLA transfer form for £23,000 straight after the meeting.

**74/24 Staffing**

**a) To approve the Minutes of the Staffing Committee meeting held on 20 May 2024.**

**HELD IN CLOSED SESSION**

**Resolved:**

1. To approve and for the Chair to sign the Staffing Committee minutes of 20 May 2024.
2. To note that the Confidential Notes to accompany the minutes have been agreed by the Staffing Committee members present at the meeting, by email, and will be signed by the Chair of the Staffing Committee and stored securely, and separately from the other Confidential Notes. To retain staff confidentiality and “untainted” members of council in case of a future appeal.

**b) To appoint working party to deal with current Staffing matter and take next steps.**

**HELD IN CLOSED SESSION**

**Resolved:**

1. To set up a Staffing Working Party comprising of the Staffing Committee, excluding the Chairman as per Standing Orders, (Councillors Alan Baines, David Pafford, Shona Holt, Robert Shea-Simonds and Anne Sullivan) to review the employee’s Occupational Health report and its recommendations and agree next steps; with

delegated powers to progress with the staff member.

2. The Working Party to have a quorate of 3.

## **75/24 Asset Management**

**a) To receive update on play area legal transfers and approve if received (Pathfinder Place, Berryfield, Kestrel Court).**

The Clerk expressed frustration that the draft legal transfers had not been received despite chasing.

**b) Berryfield Village Hall**

### **HELD IN CLOSED SESSION**

It was explained that Wiltshire Council were holding the maintenance part of the Bowood View s106 public art money and the contingency (£3,800), however, the parish council felt this should sit with the Berryfield Village Hall as they would be maintaining the artwork on the side of the building. The parish council had been asking for these funds to be transferred for some time and Wiltshire Council had drawn up a side agreement for the s106 funding for the parish council to approve. Whilst the final copy from Wiltshire Council's solicitors had not yet been received, the Clerk did have a draft copy from the public art officer and asked members to approve this draft and give delegated powers for signing and sealing of the final legal agreement.

The Clerk advised that it did not seem appropriate to spend legal fees on a similar agreement for transfer of the funds to the Berryfield Village Hall Trust, due to the relatively small amount involved and suggested that the parish council hold the funds in an earmarked reserve that the Village Hall management committee could apply for as and when required.

**Resolved:** To approve (as long as no changes) the Section 106 Side Agreement relating to maintenance of public art work for transfer of outstanding funds from Wiltshire Council to Melksham Without Parish Council.

To delegate to any two councillors called upon to sign the agreement in the presence of the Clerk and seal the document once received.

For the parish council to keep the funding received in an earmarked reserve and for the Berryfield Village Hall to apply for funds as and when maintenance works are required.

**c) Shurnhold Fields**

Given the current workload and lack of skill set related to the project, the Clerk explained at a meeting with Wiltshire Council's Principal Drainage

Engineer and their project manager regarding the flood alleviation scheme for Shurnhold Fields, a suggestion had been made that Wiltshire Council take control of the car park and entrance project (as long as the Council were willing) and therefore covered by their project manager and flood drainage consents etc.

The Clerk explained the Town Council were yet to write to the residents adjacent to Shurnhold Fields regarding the flood alleviation project, with Councillor Glover agreeing to raise this when he met with the Town Mayor.

**Resolved:** To agree in principle in Wiltshire Council taking on the entrance and car park project, if Wiltshire Council come forward formally offering to take this project.

**d)C Bowerhill Sports Field. To consider way forward with future bookings**

**HELD IN CLOSED SESSION**

**Resolved:** For officers to inform this specific hirer that booking forms and payment must be received a month in advance in order to secure their bookings.

**76/24 Highways**

**a) Proposed Traffic Regulation Order Various Roads, Melksham & Melksham Without (40mph Speed Limit) Order 2024.**

Confusion was expressed as one document referred to 40mph proposals relating to Eastern Way and another referred to Rocket Road.

**Resolved:** To support and welcome the 40mph speed limit on the whole of Eastern Way and to seek clarification why the new stretch of road is referred to as Rocket Road, stating the parish council would prefer to see the whole length of road from Sandridge Road (A3102) and Spa Road known as Eastern Way.

**b) Active Travel funding for Melksham.**

Following a recent announcement in the press Melksham had been awarded funding from central Government for Active Travel, clarification had been sought from Wiltshire Council. Councillor Tamara Reay, Cabinet Member for Transport and Assets clarified the £35,000 funding for Melksham was allocated to the development of the town's Local Cycling and Walking Infrastructure Plan (LCWIP) and came from Active Travel England's Capability Fund.

## **77/24 Community projects/partnership organisations**

### **a) Age UK**

Councillor Glover explained the Clerk had fed back to Age UK that on their quarterly reporting the parish council wanted to see the number of people helped split between Melksham and Melksham Without.

It was explained the parish council was currently using the General Power of Competence as the legal power for this project. However, as local elections were being held the following year, the council may not meet the eligibility of this moving forward, as it was dependent on 80% of councillors being elected. There was no specific power that could be used, and therefore the council would have to use the s137 provision under the 1972 Local Government Act; which was capped at a maximum amount. As this is what the council would also use for many grants the parish council just need to be aware of this moving forward.

**Resolved:** To approve the Age UK Service Level Agreement for the provision of a dedicated part time Support Worker for the parish in 2024/25.

### **b) Melksham Railway Group**

Correspondence had been received from Graham Ellis asking if the £300 grant funding that the Melksham Railway Group received from the parish council could be transferred to the West Wiltshire Rail User Group now the groups had amalgamated with the West Wilts group being the new name of the organisation.

**Resolved:** To approve the request.

### **c) Melksham Transport User Group.**

Members noted the update from Melksham Transport User Group.

### **d) Wiltshire Explore App**

The Clerk explained volunteers had put the WW1 Walk on the App with several places also put on the App in the Melksham Without area. Residents will be able to find out interesting facts via the App whilst out and about, this included the option of notifications if walking past a place of interest, via notifications). The next stage in the project would be to include public art in area on the App; before moving to publication.

### **e) Future Cemetery provision and consider joining a Future Cemetery Provision Working Group.**

Members noted the responses from St Barnabas Church and Shaw Church on cemetery provision.

The Clerk explained St Barnabas Church currently had 40 spaces available with no plans to expand and had been asked to clarify if there was a tie to the church and/or Beanacre. Shaw Church had not stated if they had spaces available, however, provision was tied to the church or people living in the villages of Shaw and Whitley. Whilst Wiltshire Council had been contacted a response had yet to be received.

The Clerk suggested it might be worth contacting West Wiltshire Crematorium in Semington to see what space they had available for those who wished to bury ashes.

**f) Wiltshire Council Re Flooding.**

Members noted the update from Wiltshire Council on the Department for Environment, Food & Rural Affairs (DEFRA) Property Flood Resilience Repair Grant Funding following recent storms in the County.

**78/24 What have we done to meet the Climate Friendly agenda**

**a) To consider response from Wessex Water regarding sewage overflows into the watercourse in the parish (Full Council Min 516(a)/23)**

Having contacted Wessex Water, Members noted their response regarding sewage overflows locally with an offer to meet both the parish council and the town council to tour one of their Water Recycling Centres.

Councillor Baines noted it was an historic failure of the planning system in previously allowing storm water into the foul drains often overloading the system.

It was queried when this practice stopped, with it understood anything built before the 1950s/60s went into the storm drain.

**Resolved:** To consider a visit to a Water Recycling Centre later in the year.

Meeting closed at 9.23pm

Signed: .....  
Chair, Full Council, 29 July 2024



Date: 04/06/2024

**Melksham without Parish Council Current Year**

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Time: 13:53

**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 2

**Receipts for Month 2****Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>19,186.55</b>					<b>19,186.55</b>	
V3903-BGC	Banked: 02/05/2024	<b>2,083.98</b>						
V3903-BGC	HM Revenue & Customs	2,083.98			105		2,083.98	VAT Refund
V3904-BACS	Banked: 07/05/2024	<b>35.00</b>						
V3904-BACS	Allotment Holder	35.00			1310	310	35.00	RELET plot 4a Berryfield
V3905-BACS	Banked: 07/05/2024	<b>330.00</b>						
V3905-BACS	Future of Football	330.00			1210	210	110.00	Inv.412- Easter Camps-9th Apr
					1210	210	110.00	Inv.412- Easter Camps-10th Apr
					1210	210	110.00	Inv.412- Easter Camps-11th Apr
V3906-BACS	Banked: 13/05/2024	<b>35.00</b>						
V3906-BACS	Allotment Holder	35.00			1310	310	35.00	RELET plot 16a Berryfield
V3907-BACS	Banked: 13/05/2024	<b>1,682.45</b>						
V3907-BACS	Melksham Town Council	1,682.45			1480	170	1,682.45	Inv.420-70% share for NHP
V3910-BACS	Banked: 23/05/2024	<b>132.00</b>						
V3910-BACS	FC Devizes United	132.00			1210	210	132.00	Inv.416- April pitch hire
V3911-BACS	Banked: 23/05/2024	<b>209.00</b>						
V3911-BACS	Future of Football	209.00			1210	210	209.00	Inv.417 (part) April pitch boo
V3912-BACS	Banked: 23/05/2024	<b>38.50</b>						
V3912-BACS	Future of Football	38.50			1210	210	38.50	Inv.419- 24 April 11 aside pit
V3913-BACS	Banked: 23/05/2024	<b>297.00</b>						
V3913-BACS	Future of Football	297.00			1210	210	297.00	Inv.422- May 24 usage
<b>Total Receipts for Month</b>		<b>4,842.93</b>	<b>0.00</b>	<b>0.00</b>			<b>4,842.93</b>	
<b>Cashbook Totals</b>		<b>24,029.48</b>	<b>0.00</b>	<b>0.00</b>			<b>24,029.48</b>	

Date: 04/06/2024

**Melksham without Parish Council Current Year**

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**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 2

**Payments for Month 2**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/05/2024	Daisy (Onebill)	V3908-DD	45.29		7.55	4384	220	37.74	Inv.280- Pavilion wifi
15/05/2024	Daisy (Onebill)	V3909-DD	45.29		7.55	4190	120	37.74	Inv.279-Office wifi
22/05/2024	Unity Bank	V3894-6188	11,000.00				220	11,000.00	035-Transfer Lloyds TO Unity
<b>Total Payments for Month</b>			11,090.58	0.00	15.10			11,075.48	
<b>Balance Carried Fwd</b>			12,938.90						
<b>Cashbook Totals</b>			24,029.48	0.00	15.10			24,014.38	

Date: 04/06/2024

## Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 2

## Receipts for Month 2

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>393,120.92</b>					<b>393,120.92</b>	
V3889-INTE	Banked: 02/05/2024	107.47						
V3889-INTE	CCLA Investment Management Ltd	107.47			1080	110	107.47	Interest
V3895-CHQ	Banked: 20/05/2024	1,500.00						
V3895-034	Marilyn Mills	1,500.00			1100	110	1,500.00	Donation B'Hill V Hall Defib
	Banked: 21/05/2024	12,000.00						
V3893-579	CCLA	12,000.00			240		12,000.00	Transfer from CCLA TO Unity ac
	Banked: 22/05/2024	11,000.00						
V3894-6188	Current Account & Instant Acc	11,000.00			200		11,000.00	035-Transfer Lloyds TO Unity
<b>Total Receipts for Month</b>		<b>24,607.47</b>	<b>0.00</b>	<b>0.00</b>			<b>24,607.47</b>	
<b>Cashbook Totals</b>		<b>417,728.39</b>	<b>0.00</b>	<b>0.00</b>			<b>417,728.39</b>	

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## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2024	Grist Environmental	V3896-DD	72.00		12.00	4770	220	60.00	Inv.648-BSF Waste collection
01/05/2024	Lamplight	V3874-BACS	-228.00		-38.00	4686	170	-190.00	Database Jan-April24-ERROR
07/05/2024	CCLA	V3890-610	150,000.00			240		150,000.00	Transfer to CCLA fund
09/05/2024	CCLA	V3891-177	100,000.00			240		100,000.00	Fund transfer to CCLA account
09/05/2024	EDF Energy	V3897-DD	174.51		8.31	4302	220	166.20	Inv.010- Pavilion electricity
13/05/2024	CCLA	V3892-993	125,000.00			240		125,000.00	Fund transfer to CCLA account
16/05/2024	Lloyds Bank PLC	V3898-DD	257.82		33.32	4120	120	3.30	Planning & Highway agenda post
						4155	120	19.00	Refreshments for meetings
						4155	120	17.99	Refreshments for meetings
						4721	220	5.82	Lock for pavilion outdoor tap
						4155	120	13.27	Decafe coffee for meetings
						4150	120	3.83	Stapler for office
						4250	120	6.00	Land search- ditch letters
						4250	120	6.00	Land search- ditch letters
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain
						4120	120	2.70	Full Council agenda postage
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly fee
24/05/2024	Agilico	V3866-BACS	54.41		9.07	4130	120	45.34	Inv.285- Office photocopying
24/05/2024	IAC Audit & Consultancy Ltd	V3867-BACS	474.00		79.00	4100	120	395.00	1786- Year end internal audit
24/05/2024	JH Jones & Sons	V3868-BACS	192.00		32.00	4820	142	160.00	Inv.4157-SHF pathway cut
						347	0	-160.00	Inv.4157-SHF pathway cut
						6000	142	160.00	Inv.4157-SHF pathway cut
24/05/2024	JH Jones & Sons	V3869-BACS	2,376.56		396.09	4402	320	69.47	Inv.4169-Allotment grass cutti
						4400	142	477.98	Inv.4169-Play Area grass cutti
						4780	142	187.84	Inv.4169-Play Area bin emptyin
						4781	220	91.92	Inv.4169-JSF Bin emptying
						4401	220	856.84	Inv.4169-Pitch maintenance
						4409	142	188.65	Inv.4169-Hornchurch grass cutt
						4820	142	37.50	Inv.4169-SHF annual cut
						347	0	-37.50	Inv.4169-SHF annual cut
						6000	142	37.50	Inv.4169-SHF annual cut
						4405	220	49.44	Inv.4169-JSF Hedge maintenance
						4402	320	20.83	Inv.4169-Briansfield hedge cut

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## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/05/2024	Open Spaces Society	V3870-BACS	45.00			4650	170	45.00	Annual Subscription
24/05/2024	Radcliffe Fire Protection Ltd	V3871-BACS	163.68		27.28	4212	220	136.40	32336-Alarm & equipment servi
24/05/2024	Vita Play Ltd	V3872-BACS	5,460.00		910.00	4385	142	4,550.00	Inv.4415-Safety surfacing clea
24/05/2024	Wiltshire Council	V3873-BACS	5,736.67			4675	170	5,736.67	Inv.180-180-Kestrel Court RTI X2
24/05/2024	Lamplight Database	V3874-BACS	228.00		38.00	4686	170	190.00	Database- Jan- April 24
24/05/2024	CPRE	V3875-BACS	36.00			4650	170	36.00	Annual Subscription
24/05/2024	Community Heartbeat Trust	V3876-BACS	114.00		19.00	4049	142	95.00	442-Paediatric pads- New Inn
24/05/2024	Clerks & Councils Direct	V3877-BACS	15.50			4650	170	15.50	Annual Subscription
24/05/2024	Tollgate Security Ltd	V3878-BACS	84.00		14.00	4212	220	70.00	384-Replacement alarm battery
24/05/2024	HM Revenue & Customs	V3879-BACS	2,447.28			4041	130	864.36	Period 2- May 2024
						4000	130	511.60	Period 2- May 2024-T
						4000	130	225.74	Period 2- May 2024-NI
						4020	130	216.40	Period 2- May 2024-T
						4020	130	97.08	Period 2- May 2024-NI
						4010	130	205.20	Period 2- May 2024-T
						4010	130	92.30	Period 2- May 2024-NI
						4460	142	192.40	Period 2- May 2024-T
						4800	320	11.80	Period 2- May 2024-T
						4070	120	30.40	Period 2- May 2024-T
24/05/2024	Wiltshire Pension Fund	V3880-BACS	2,163.62			4045	130	1,641.61	Period 2- May 2024
						4000	130	263.14	Period 2- May 2024
						4020	130	131.17	Period 2- May 2024
						4010	130	127.70	Period 2- May 2024
24/05/2024	Teresa Strange	V3881-BACS	██████			4000	130	██████	May 2024 Salary
24/05/2024	JC Combustion Services Ltd	V3887-BACS	120.00		20.00	4212	220	100.00	Inv.3930-Reset water heaters
24/05/2024	Wiltshire Age UK	V3888-BACS	3,000.00			4685	170	3,000.00	Inv.9898-MCS QTR 1- April-June
24/05/2024	Lamplight	V3874-BACS	288.00		48.00	4686	170	240.00	Database April- May 24
28/05/2024	Lorraine McRandle	V3882-BACS	██████			4020	130	██████	May 2024 Salary
						4120	120	3.30	Postage for Annual Council pac
28/05/2024	Marianne Rossi	V3883-BACS	██████			4010	130	██████	May 2024 Salary
28/05/2024	Terry Cole	V3884-BACS	██████			4050	142	47.50	Travel Allowance
						4051	142	39.15	Mileage x87 miles
						4460	142	██████	May 2024 Salary
28/05/2024	David Cole	V3885-BACS	██████			4800	320	██████	May 2024 Salary
28/05/2024	John Glover	V3886-BACS	45.60			4070	120	45.60	Chairs Allowance- May 24
30/05/2024	Zurich	V3899-BACS	4,481.15			4281	142	3,878.34	Parish Insurance
						4282	220	602.81	Bowerhill Pavilion Insurance
30/05/2024	Wilts Assoc of Local Councils	V3900-BACS	108.00		18.00	4080	120	90.00	Inv.4298-Cllr training x3
30/05/2024	Arthur J Gallagher	V3901-BACS	417.36			4281	142	417.36	Inv.829-Cyber Security insuran
31/05/2024	Teresa Strange	V3902/ S/O	5.30		0.88	4190	120	4.42	Reimburse out of hours mob

Total Salaries

£7,232.45

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<b>Total Payments for Month</b>	410,654.86	0.00	1,626.95	409,027.91
<b>Balance Carried Fwd</b>	7,073.53			
<b>Cashbook Totals</b>	<u>417,728.39</u>	<u>0.00</u>	<u>1,626.95</u>	<u>416,101.44</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>
	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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Melksham without Parish Council Current Year

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Fixed Term Deposit

For Month No: 2

Payments for Month 2

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>		0.00	0.00	0.00			0.00	



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 :	8,834.76					8,834.76	
	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>8,834.76</u>	<u>0.00</u>	<u>0.00</u>			<u>8,834.76</u>	

Payments for Month 2

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>		8,834.76						
	<b>Cashbook Totals</b>		<u>8,834.76</u>	<u>0.00</u>	<u>0.00</u>			<u>8,834.76</u>	

Date: 04/06/2024

Melksham without Parish Council Current Year

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Cashbook 5

User: MR

CCLA

For Month No: 2

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>
<b>Balance Brought Fwd :</b>		<b>150,000.00</b>					<b>150,000.00</b>	
	<b>Banked: 07/05/2024</b>	<b>150,000.00</b>						
V3890-610	Unity Bank	150,000.00			220		150,000.00	Transfer to CCLA fund
	<b>Banked: 09/05/2024</b>	<b>100,000.00</b>						
V3891-177	Unity Bank	100,000.00			220		100,000.00	Fund transfer to CCLA account
	<b>Banked: 13/05/2024</b>	<b>125,000.00</b>						
V3892-993	Unity Bank	125,000.00			220		125,000.00	Fund transfer to CCLA account
<b>Total Receipts for Month</b>		<b>375,000.00</b>	<b>0.00</b>	<b>0.00</b>			<b>375,000.00</b>	
<b>Cashbook Totals</b>		<b>525,000.00</b>	<b>0.00</b>	<b>0.00</b>			<b>525,000.00</b>	

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**Melksham without Parish Council Current Year**

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**Cashbook 5**

User: MR

**CCLA**

For Month No: 2

**Payments for Month 2**

**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>
21/05/2024	Unity Bank	V3893-579	12,000.00			220		12,000.00	Transfer from CCLA TO Unity ac
<b>Total Payments for Month</b>			12,000.00	0.00	0.00			12,000.00	
<b>Balance Carried Fwd</b>			513,000.00						
<b>Cashbook Totals</b>			<u>525,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>525,000.00</u>	