

**MINUTES of the Full Council Meeting of Melksham Without  
Parish Council held on Monday 29 July 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, John Doel, Martin Franks, Mark Harris, Shona Holt, Nathan Keates, Peter Richardson, Robert Shea-Simonds, Anne Sullivan and Richard Wood

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

**In attendance:** Wiltshire Councillor Nick Holder (Bowerhill) (for part of meeting)

**141/24 Welcome, Announcements & Housekeeping**

Councillor Glover welcomed everyone to the meeting noting those present were aware of the evacuation procedures in the event of a fire. It was noted the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

The following announcements were made:

- a) Following the results of the General Election to consider writing a letter of thanks to Michelle Donelan and arrange a meeting with Brian Mathew MP.

**Resolved:** To write a letter of thanks to Michelle Donelan (to be circulated to Members prior to sending) and to arrange a meeting with Brian Mathew MP.

- b) To note the Planning Committee meeting on 12 August has been moved to 19 August 2024.
- c) To note the A36 at Limpley Stoke is closing on 12 August until Spring next year, with diversions for both HGV and non-HGV traffic being advised to go through Chippenham, the M4 and Melksham via the A350.
- d) To note the Amenities & Finance Officer no longer has to attend Jury service for the next fortnight, due to a fire in Swindon Crown Court and will be put back into the register in 2 years' time.

**142/24 a) To receive apologies and consider approval of reasons given**

The Clerk advised Councillor Chivers was not present as he had not been notified of the meeting as only accepted summons via post and not

electronic invites.

Apologies were received from Councillor Keates who would be arriving late as he was attending an on-line meeting of the Wiltshire Association of Local Councils (WALC) as the Council's representative.

**Resolved:** To accept Councillor Keates apologies for his lateness to the meeting and to approve Councillor Chivers reasons for absence.

## **143/2 Invited Guests:**

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

Standing Orders were suspended to allow Wiltshire Councillor Holder to address the Council, who provided the following updates:

#### **A36 Diversion** (part of the National Highways network)

A diversion will be in place, in order improvement works to a bank can be undertaken. National Highways have been asked to produce a series of updates fortnightly and will forward these to the Clerk, in order to be kept up-dated on progress.

#### **Pathfinder Way Primary School (PL/2024/05921)**

Revised plans for the primary school have been submitted, with a minor comment from the parish council of supervision of access to the rear of the school. As a Wiltshire Council planning application, it will be put before a Strategic Planning Committee for a decision.

Frustration was expressed at the lack of communication by Taylor Wimpey regarding the public open space adjacent to the school, part of the Pathfinder Way development (16/01123/OUT) and the fact the area was still not open. Taylor Wimpey had been asked several months ago to complete the landscaping and re-seed the area, which was understood to have been undertaken. Therefore, Councillor Holder was seeking a site meeting with a Director of Taylor Wimpey, in order to understand the hold up in opening the public open space and would inform the Clerk once arranged.

Councillor Glover informed the meeting he had noticed earlier in the day the public open space was now a mass of weeds, one or two trees were dead and could not see the footpath through the site, as it was so overgrown.

Questions were invited from Members.

Councillor Glover sought an update on when the footpath to the rear of Melksham Oak would be installed, having understood it was due to be completed by September.

Wiltshire Councillor Holder explained there had been some significant conditions imposed on the Council by the Planning Authority regarding both the ecology and arboricultural surveys which had been carried out and concerns around the number of trees and hedgerow to be removed. Work on the footpath would start in the Autumn and be paused in the Winter and therefore would not likely be completed until the Spring.

Councillor Glover expressed frustration at the delay, noting there were some quite clear environmental aspects to take account of when the original documentation was submitted, which had not been taken forward by the appropriate department.

Councillor Pafford sought clarification if the Senior Leadership at Melksham Oak had been informed of the delay, with Wiltshire Councillor Holder being unclear if they had, noting the new Head had not started in post as yet.

Councillor Baines thanked Wiltshire Councillor Holder and the Highways Team for the works which had been carried out on the footway between Redstocks and Loves Farm, Bowerhill and whilst not perfect made a great improvement.

Having understood from the Planning Officer, an Environmental Impact Assessment for the proposed new Wiltshire Council Depot to the rear of the former Christie Miller Sports Centre at Bowerhill was not required Councillor Baines sought clarification from Wiltshire Councillor Holder on this.

Wiltshire Councillor Holder explained as far as he was aware no pre app had been submitted as yet and no discussion had taken place but agreed to look into it.

Standing Orders were reinstated.

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

Apologies had been received from Wiltshire Councillor Alford.

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

Apologies had been received from Wiltshire Councillor Seed who was attending a meeting elsewhere.

#### **144/24 a) To receive Declarations of Interests**

Councillor Glover declared an interest in agenda item 11(d) regarding Bowerhill Sports Field and correspondence from a youth football organisation, as his grandson was employed by them.

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

None received.

**145/24** 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 8(b), 9(b), 11(c), 11(d)(i) & 15 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk explained there was no longer an item 15.

Items 8(b) & 9(b) related to confidential notes to accompany minutes and unless anyone wished to discuss them, there was no need to put these in closed session.

Item 11(c) related to legal transfers, which were nearly complete and unless there were any questions, these did not need to be discussed in closed session.

Item 11(d)(i) related to contractual matters and therefore needed to be discussed in closed session.

**Resolved:** For Items 8(b), 9(b), 11(c) & 11(d)(i) to be held in closed session for the reasons given.

#### **146/24 Public Participation**

No members of public were present.

#### **147/24 Standing Orders**

Standing Order 18(a)(v) had been amended at the Full Council meeting on 17 June 2024 to reflect the updated Financial Regulations and therefore were stood down for approval at this meeting.

‘whether contracts with an estimated value below **£40,000 excluding VAT** due to special circumstances are exempt from a tendering process or procurement exercise’.

**Resolved:** To approve changes to the Standing Orders

**148/24 a) To approve the Minutes of the Full Council Meeting held on 17 June 2024**

**Resolved:** To approve and for the Chair to sign the Full Council minutes of 17 June 2024.

**b) To approve the Confidential Notes to accompany the Full Council minutes of 17 June 2024**

**Resolved:** To approve and for the Chair to sign the Confidential Notes to accompany the Full Council minutes of 17 June 2024.

**149/24 Planning**

**a) To approve the Planning Committee Minutes of 8 July and 22 July 2024**

The Clerk highlighted the recommendation under item 111(c)/24 of the 8 July Planning minutes should have been a resolution, therefore as there were no other recommendations there was no need to resolve to approve the recommendations of this meeting.

**Resolved:** To approve and for the Chair to sign the Planning Committee minutes of 8 July and 22 July 2024.

**b) To approve the Confidential Notes to accompany the Planning Committee minutes of 8 July 2024 and 22 July 2024**

The Clerk informed the meeting there were no Confidential Notes to accompany the Planning Committee Meeting of 22 July.

**Resolved:** To approve and for the Chair to sign the Confidential Notes to accompany the Planning Committee minutes of 8 July 2024.

**c) To formally approve the Planning Committee recommendations of 8 July and 22 July 2024**

The meeting was reminded there were no recommendations for approval relating to the 8 July Planning meeting.

**Resolved:** To formally approve the Planning Committee recommendations of 22 July 2024.

**d) To approve the recording of the Planning Committee meeting of 8 July being kept as evidence**

It was highlighted the Council's policy was to delete recordings of meetings once the minutes had been approved. However, the Clerk asked if the recording of the Planning Committee meeting of 8 July could

be kept as evidence for the current Planning Enforcement case until it had been resolved.

**Resolved:** To approve the recording of the Planning Committee meeting of 8 July being kept as evidence.

**e) Lime Down Solar proposal**

Councillor Glover explained as a statutory consultee, the parish council needed to approve a response to the Planning Inspectorate on the Scoping Document for the Environmental Impact Assessment (EIA) report for the Lime Down Solar proposal.

It was suggested the parish council send what had previously been sent to the public consultation with the comments removed that were not environmental and to also send the comprehensive and excellent response by Community Action Whitley & Shaw (CAWS) separately as the community view. The Clerk to also look at a response from the point of view of the draft Neighbourhood Plan and draft Local Plan.

The Clerk asked if it was worth in the response to comment on how long the document was and how off putting it could be for people reading through it, which Councillor Glover felt was not appropriate.

Councillor Richardson felt it was deliberate the document was so long as to put people off. Having contacted Lime Down Solar to seek a response to various questions he had been informed the majority of his questions had been answered in the document, which is 845 pages long, however only a few questions had been answered and were spread throughout the document.

With regard to the scope of the EIA whilst issues such as flooding and contamination were raised with regard to the site itself, it did not include for example contamination and flooding off site to the surrounding area, as a consequence or being exacerbated by the site itself, which was a concern.

There were also a lot of inconsistencies in the document, such as the life of the battery plant in some parts of the document had been described as both permanent and temporary throughout the document. There were also inaccuracies within the document, with the site described as land at Melksham Sub Station which could lead people, not living in the area, to think the proposed battery storage location was a brownfield site adjacent to the sub-station, which it is not.

Councillor Pafford whilst he felt there was no point in objecting to the length of the document itself, suggested if the council's response related to the feelings expressed by Councillor Richardson to the disappointment that within 840 pages of the document, there was no mention of flooding,

health and safety and fire risk, to the surrounding area may be worth including in the response.

**Resolved:** As a statutory consultee, to approve the response as previously sent as part of the public consultation, with those aspects not relating to environmental issues removed and to give delegated powers to the Clerk to add any additional comments including those raised by Councillors Richardson and Pafford. To also send the response from CAWS separately as the community view.

Wiltshire Councillor Nick Holder left the meeting at 7.32pm

## **150/24 Finance**

### **a) To note Receipts & Payments reports for June**

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

### **b) To seek cheque signatories/online authority for August payments**

**Resolved:** For Councillors Shea-Simonds and Doel to be cheque signatories/online authority for August payments.

### **c) To approve Bank Account and Fund Transfers**

The Clerk suggested moving £6,000 funds out of the Lloyds current account as it was now over the buffer amount of £5, 000 as the VAT reclaim had been paid and to transfer to the Unity instant access to earn interest. This was rather than moving it into the CCLA account as will probably have to transfer back out from there for the October/November pay run.

**Resolved:** To approve moving £6,000 from the Lloyds current account into the Unity Instant Access account.

### **d) Quarterly Reports for Quarter 1 April, May, June)**

#### **i) To note Budget vs Actual**

Councillor Glover noted whilst it was the policy of the Council to redact the salaries of employees in reports, noted when adding up the totals for allotments etc, the salaries for the Caretaker and Allotment Warden could be identified. Therefore, suggested an Admin Heading be used into which these figures could be subsumed, along with officer salaries.

The Clerk explained the reason for the Parish Caretaker and the Allotment Warden being listed separately was so the Caretaker came under the amenities budget heading and the Allotment Warden under the allotments heading, with a

separate cost code for their travel which is treated separately at year end. It was not clear how many hours they worked which would indicate an hourly rate.

**Resolved:** To note the Budget vs Actual Quarter 1 Report for April, May and June.

For the Clerk to speak to both the Parish Caretaker and the Allotment Warden to ascertain their views on their monthly pay being identifiable in the finance reports.

**ii) To note Bank Reconciliation**

**Resolved:** To note the Bank Reconciliation report.

**iii) To note VAT reclaim submitted**

**Resolved:** To note a £5,361.60 VAT reclaim had been received.

**e) To note if any members of public have exercised their right to inspect accounts**

The Clerk informed the meeting that no one to date had exercised their right to inspect the accounts, with the published public rights period closing on 2 August.

**151/24 Asset Management**

**a) To approve the Asset Management Committee minutes of 1 July 2024**

**Resolved:** To approve and for the Chair to sign the Asset Management Committee minutes of 1 July 2024.

**b) To formally approve the Asset Management Committee recommendations of 1 July 2024**

- Min 86(d)/24: Remedial works to Whitworth Play Area

Recommendation 3: Removal of hazel branches

The Clerk informed the meeting the hazel branches had already been removed as they posed a health and safety risk.

- Min 87(a)/24: QEII Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field)

Recommendation 1: Marking out of an 11-aside pitch around the two existing 9-aside pitches

The Clerk explained this had been overtaken by events, as the youth football organisation had refused this and were looking for another site. However, the pitches needed to be marked out before the football season started in August and suggested approving the recommendation, in case the youth football organisation changed their mind if they could not secure a pitch elsewhere.

**Resolved:** To approve the recommendation that the council mark out an additional 11-aside pitch around the two existing 9-aside pitches in a different colour marking for the youth organisation to use as part of their weekend blanket booking, with an amendment 'if required'.

- Min 87(f)/24: To approve quotation for the annual ventilation service

It was noted following confirmation there was no risk of a legionella outbreak relating to the ventilation system in the games room at Bowerhill Pavilion as the system does not contain any form of water, the cost of undertaking the annual ventilation service for just the locker room only would be £310.50 + VAT.

**Resolved:** To approve the quotation of £310.50 + VAT from Wiltshire Air Conditioning Services to inspect and service the extraction fans in the locker room.

- Min 88(e)/24: To review rules on keeping chickens and rabbits at the allotments

Councillor Holt queried if the council rules took account of the new Government ruling that people had to register every single kept bird before October.

Councillor Glover felt the rules were constantly changing and therefore suggested the allotment policy regarding the retention of chickens and any other animals should be kept in accordance with the law.

The Clerk suggested the wording of the policy could be amended to read 'Any National disease prevention and/or control programmes in force for the time being and current legislation regarding livestock must be adhered to by the allotment tenant.'

Councillor Wood queried if the Allotment Warden would be tasked to check every bird was registered.

The Clerk responded to say whilst the Allotment Warden had been tasked to check livestock was being kept in an appropriate manner during a bird flu outbreak for instance, policing if people had registered their livestock was different.

**Resolved:** To approve the recommendation to add additional clauses (as listed in the minutes) to the council's rules for keeping chickens and rabbits at the allotments, with the following amendment:

'Any National disease prevention and/or control programmes in force for the time being **and current legislation regarding livestock** must be adhered to by the allotment tenant.'

- Min 91/24: Stabbing and bleed kits

The Clerk explained the village hall/community facilities group had met recently and the Clerk reported on a recent visit to the office from a volunteer setting up a service regarding Martyn's Law. The new law would require an event with more than 1000 people to have a kit available which included stabbing and bleed kits. At the meeting, it was suggested the Area Board be approached to see if they could provide/fund one lot of kit for the Melksham community area, which would move to each venue/event when necessary.

- Min 92(b)/24: Defibrillator inside of Bowerhill Village Hall

The Clerk explained there was a supplementary item later in the meeting and therefore suggested not approving this item and to discuss under item 11(b)(v).

- Min 93(a)/24: Happy to Chat bench project

Whilst members approved the recommendation to install some laminated 'Happy to Chat' bench signs on some benches around the parish, there was discussion on where these should be installed, as not everyone would be happy for people to speak to them, particularly if there were no other benches in the vicinity to sit on.

Councillor Richardson highlighted there were those in the community who were lonely and shy who wanted to meet people but who were nervous about doing it.

**Resolved:** To approve the recommendation to install some laminated 'Happy to Chat' bench signs on some benches around the parish.

- Min 94(b)/24: To note correspondence from Bowerhill Residents Acton Group (BRAG) regarding locations of outstanding benches still in storage

The Clerk asked if Members would be available to attend a site meeting, with Councillors Keates and Glover volunteering, to agree the exact location in the sites previously agreed.

**Resolved:** To formally approve the recommendations of the Asset Management Committee meeting held on 1 July 2024, except for recommendation 92(b)/24.

Councillor Keates arrived at the meeting at 7.57pm during this item.

**i) To note response from Shaw & Whitley Pre School on replacement of the springer play equipment at Shaw Play area (Min 85/24)**

Members noted the Pre-School Manager had responded to say she liked the car option for new play equipment. The Clerk explained unfortunately, the children had already broken up for the school holidays and therefore, had not provided their preferred choice of equipment and sought a preference from Members.

**Resolved:** To purchase the car piece of play equipment.

**ii) To note response from the Wiltshire Association of Local Councils (WALC) re clarification on procurement procedures in relation to Contract Finder (Min 86(b)(ii)/24)**

Members noted the parish council proceeded on this basis at the Asset Management meeting on 1 July 2024; which has subsequently been clarified by WALC as the recommended way forward.

**iii) To note response from Youth Football Organisation re additional marking out of 11 aside pitch. (Min 87(a)/24)**

At a recent meeting with the Finance & Amenities Officer a local football youth organisation had also asked if they could have exclusive use of the kitchen, a reduced rate for a long-term booking, a trophy cabinet and freezer in the games room. They were also prepared to undertake the cleaning in exchange for a reduced hire rate.

The Clerk asked for a decision on this request, prior to the footpath season starting in September.

Discussion ensued on the request for exclusive use of the kitchen and ways to get around storing their belongings, if other users also wished to hire the kitchen and the offer to undertake cleaning in exchange for a reduced hire charge rate. Concern was expressed at potential damage to the trophy cabinet and what insurance would be in place and who's insurance this would be under, if it were damaged.

**Resolved:** For a small group consisting of Councillors Pafford, Glover and Harris to meet with representatives of the youth organisation to identify a way forward and give delegated powers to the group to negotiate an appropriate booking rate.

**iv) To note response from Wiltshire Air Conditioning Services re Legionnaires query about the ventilation system in the games room in Bowerhill Pavilion (Min 87(f)/24)**

As noted earlier in the meeting, correspondence had been received from Wiltshire Air Conditioning Services confirming there was no risk of a legionellosis outbreak relating to the ventilation system in the games room at Bowerhill Pavilion.

**v) Defibrillator inside Bowerhill Village Hall. To consider taking this device offline (Min 92(b)/24)**

Confirmation had been received from Bowerhill Primary School that they now had their own defibrillator and therefore did not require the donation of the device currently located inside Bowerhill Village Hall.

Members were asked to consider taking this device offline, as it was outside the parish council's annual defibrillator maintenance package and therefore there would be an additional cost to the council.

The Clerk informed the meeting the defibrillator had previously been owned by a business on Bowerhill who had moved away and therefore donated it to the parish council some 8-9 years ago.

**Resolved:** To take the defibrillator inside Bowerhill Village Hall offline.

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

The Clerk explained she had received copies of the legal transfers relating to Berryfield and Kestrel Court play areas, but not the final versions. Whilst amendments had been made to some errors previously noted, the name of the parish council was still not correct, therefore, as these were legal documents, sought delegated powers to arrange for the signature and sealing of the legal transfers once the final correct versions had been received.

Regarding the Pathfinder Place play area legal transfer, the Clerk explained agreement was sought where the vehicular access to the play area should be located.

Frustration was expressed by several Members that the issue of trying to get the legal transfer completed and the vehicular access resolved with Taylor Wimpey had already taken several years and whether the time had come to consider the Council's position in taking on the play area.

It was understood in the transfer from Taylor Wimpey to the resident whose driveway vehicles would have to go across, included a right of access for vehicles to the play area and therefore the resident or their solicitor should know this.

It was noted in the current circumstances the parish council would be unable to maintain the play area as access was across Taylor Wimpey's land.

Councillor Glover noted signs were posted on the play area stating it was the responsibility of the parish council, which was not the case as the legal transfer had not taken place and therefore suggested these should be covered up for now.

The Clerk explained that she had sought advice on this, however, Councillor Glover felt it important the signs should be covered up as soon as possible.

**Resolved:** Pending errors being amended and checked by the Clerk, to approve, sign and seal the legal transfers for Berryfield and Kestrel Court play areas.

To place an item on the Full Council agenda on 9 September regarding the parish council taking on Pathfinder Place (Davey) play area and to inform local residents. In the meantime, the Clerk to review documentation held by the parish council and go back to Taylor Wimpey regarding the vehicular access.

#### **d)C Bowerhill Sports Field**

- i) To consider correspondence from youth organisation on booking arrangements.**

##### **HELD IN CLOSED SESSION**

**Resolved:** To arrange a meeting with representatives of the football youth organisation, the Clerk, Councillors Pafford, Sullivan, Harris and Franks to discuss a way forward and to prepare a statement, if necessary.

- ii) To note the parish council have been unsuccessful in their grant application to SUEZ and consider a way forward.**

Councillor Glover informed the meeting unfortunately the parish council had been unsuccessful in their grant application for gym equipment and drainage improvements of the football pitch.

**Resolved:** For officers to investigate other grant funding opportunities available.

#### **d) Shurnhold Fields**

Councillor Glover explained the parish council were to receive an update on the car park/entrance improvement project and flood alleviation scheme

and consider a way forward. However, whilst Wiltshire Council had sent a new drawing for approval, understood it would be appropriate to have a meeting of all parties, so everyone was on the same page prior to Wiltshire Council taking on the work.

It was noted both the town council and the parish council would need to agree finances with Wiltshire Council as well.

**e) Community Action Whitley & Shaw Community Emergency Group (CAWS CEG). To consider donating the parish council's sack truck to CAWS CEG**

The Clerk explained CAWS CEG volunteers were looking to buy a new sack truck, however, the parish council had one no longer in use and therefore suggested this could be donated to the group.

**Resolved:** To donate the Council's sack truck to CAWS CEG.

**f) Allotments**

A request had been received from a Berryfield allotment holder seeking permission to put chickens on a vacant plot which was overgrown, in order to keep the grass down.

It was unclear if the chickens would be kept in a pen or allowed to roam on the allotment plot.

It was noted, if a request had been received to keep chickens on a whole allotment this would be refused by the parish council, therefore, it was:

**Resolved:** To decline the request and to inform the allotment holder they could take on the allotment free of charge for a year if they wished, in order to bring it back into a good condition and to send them a copy of the allotment rules.

**152/24 Highways**

**a) To approve the Highway & Streetscene Committee minutes of 22 July 2024**

**Resolved:** To approve and for the Chair to sign the Highway & Streetscene Committee minutes of 22 July 2024.

**b) To formally approve the recommendations of the Highway & Streetscene Committee minutes of 22 July 2024**

Min 132(b)/24 Request for new kissing gate in Beanacre

Whilst the recommendation not to progress the request was approved, Councillor Baines informed the meeting the resident had suggested if

the stile was not fixed their horses could get out. However, the stile was only there to provide the users of the right of way a means to cross to another piece of land. The land should be fenced off by the landowner for their livestock and was not a requirement of the right of way access point to be the sole means of enclosing the private land.

The Clerk noted with regard to Min 132(c) and the request for a Brown Tourism sign, whilst this request was not progressed, it was not included as a recommendation in the minutes.

**Resolved:** To formally approve the recommendations of the Highway & Streetscene Committee meeting held on 22 July 2024.

**c) Local Cycling and Walking Infrastructure Plan (LCWIP).**

The Clerk explained since the Highways meeting on 22 July she had re-looked at the comments and added some more, including those submitted by Councillor Glover.

Councillor Richardson commented on the quality of the document and if this should be fed back to Wiltshire Council, particularly as it had necessitated a lot of work in commenting on the document due to the number of errors included within it.

The Clerk informed the meeting some of the errors/inconsistencies had already been highlighted by the parish council as part of its response to the pre version of the document in February.

**Resolved:** To approve the response to the consultation, as circulated by the Clerk.

In feedback to Wiltshire Council to comment on the poor quality of the document and its value for money as a commissioned piece of work undertaken by consultants.

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

Following the parish council seeking clarification on the correct naming of the road referred to in the Road Traffic Order, Wiltshire Council had confirmed that all legal paperwork correctly referred to the road as Eastern Way and not Rocket Way as referred to in some of the Traffic Order documentation received by the parish council.

**153/24 Community projects/partnership organisations:**

**a) Age UK. To receive update and consider Quarter 1 Report for 2024/25**

Councillor Glover noted the low number of people supported in the

parish and whilst appreciating the work was worthwhile, noted the parish council were subsidising the town residents. Therefore, this was something to bear in mind as the contract only had another year left.

The Clerk highlighted whilst the parish council were contributing 50% towards the costs of the project, the population was split 30/70 between the parish and the town.

**b) Wiltshire Explore App.**

Councillor Glover informed the meeting the project had gone live the previous week with a press release issued to Melksham News. The Town Council were still not involved but one of their staff had been working on the new Events aspect of the App and had access to the behind the scenes working of the App. The first trail (WWI) had been added, with a public art trail to be added next.

**c) Future Cemetery provision.**

Councillor Glover explained a response on future cemetery provision in the town had been received from Adrian Hampton at Wiltshire Council earlier in the day and had personally responded querying what would happen if the town or parish council decided not to proceed with taking on future cemetery provision in the town, as he understood whilst there was an ability to be a burial authority, the town or parish do not have to be one, however someone had to be a burial authority.

Councilor Glover sought a steer if the parish council wished to join the cemetery working group, following an invitation from the Town Council, bearing in mind if the parish council wished to have a cemetery and therefore be responsible for it. There would be costs involved, and another way forward could be to seek private cemetery provision or do nothing. The Chair queried if the council want to discuss thoughts now or go along to the working group with an open mind.

It was noted St Barnabas Church had confirmed the number of burial plots they had available were for anyone residing in (or with a link to) the parish. Councillor Baines clarified the parish related to the ecclesiastical parish and not the civil parish, which was different.

Wiltshire Council had confirmed Melksham Cemetery, which was run by them would be full by 2027, however, they did not intend to continue providing a cemetery in Melksham, stating other towns had taken on cemetery provision. It was noted there was room to expand into adjacent land which was available on the former rugby pitch.

Councillor Glover informed the meeting that there was no need for a cemetery as people could go to a crematorium or private facilities which existed, or buried elsewhere, such as Devizes who charged

double for non-Devizes residents. Therefore, the parish council needed to decide if it felt it wanted a cemetery and if not, there was no need to join the working group of the town council.

It was felt as this involved the Melksham community it was important to discuss future cemetery provision with the Town Council, in order to agree a consensus way forward and consider what the picture was regarding burial arrangements in the future across the Country.

The Clerk reminded the meeting Wiltshire Council had published their list of what they would spend their share of Community Infrastructure Levy (CIL) funding on, which included future expansion of Melksham Cemetery. However, this had not been answered in the response from Adrian Hampton and queried whether Members wished to pursue a response to this question.

**Resolved:** To accept the invitation from Melksham Town Council to join their Future Cemetery Provision working group.

To write back to Adrian Hampton, Wiltshire Council seeking clarification on what has been published in their Community Infrastructure Levy 'Infrastructure List' and to suggest they expand into the former Rugby pitch which they own adjacent to the cemetery.

**d) Wiltshire Police & Crime Commissioner Shaping Future Policing in Wiltshire.**

Councillor Glover sought a steer if Members wished to provide a response to the Wiltshire Police & Crime Commissioner's survey on Shaping Future Policing in the County.

**Resolved:** For Members to provide an individual response if they wished.

**e) Safety of Lithium-ion batteries and e-bikes and scooters.**

Correspondence had been received from Ron Bailey, researcher for The Rt Hon Lord Foster, seeking support for a House of Lords Bill on safety of lithium-ion batteries and their disposal.

**Resolved:** To support the Bill.

**154/24 What have we done to meet the Climate Friendly agenda**

**a) Briefing Note 24-15, Local Nature Recovery Strategy 2.**

The Clerk informed the meeting the online map had been taken down and the webinars cancelled and therefore had queried with Wiltshire Council if the 9 August deadline for a response would be extended.

Meeting closed at 10.00pm

Signed:.....  
Chair, Full Council, 9 September 2024

Date: 08/07/2024

## Melksham without Parish Council Current Year

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Time: 10:38

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>12,938.90</b>					<b>12,938.90</b>	
V3948-BACS	Banked: 03/06/2024	71.50						
V3948-BACS	Dick Lovett	71.50			1260	210	71.50	Inv.429- Hire of Kitchen & toi
V3949-BACS	Banked: 05/06/2024	105.00						
V3949-BACS	Melksham Town Council	105.00			1480	170	105.00	Inv.424- NHP additional suppor
V3950-BACS	Banked: 10/06/2024	440.00						
V3950-BACS	Future of Football	440.00			1210	210	440.00	Inv.423- Evening sessions May
V3951-BACS	Banked: 12/06/2024	115.50						
V3951-BACS	Future of Football	115.50			1210	210	115.50	Inv.425- Hire of 11 aside pitc
V3952-BACS	Banked: 17/06/2024	330.00						
V3952-BACS	Future of Football	330.00			1210	210	330.00	Inv.427 May half term camps
V3953-BACS	Banked: 19/06/2024	394.36						
V3953-BACS	Berryfield Village Hall	394.36			1470	142	394.36	Inv.430 BYF Share of insurance
V3954-BACS	Banked: 27/06/2024	40.00						
V3954-BACS	Staverton Rangers	40.00			1210	210	40.00	Inv.428- Hire of goals for tra
<b>Total Receipts for Month</b>		1,496.36	0.00	0.00			1,496.36	
<b>Cashbook Totals</b>		<u>14,435.26</u>	<u>0.00</u>	<u>0.00</u>			<u>14,435.26</u>	

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Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

Payments for Month 3

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>
15/04/2024	Alzheimer's Support	V3840-6169	-400.00			4610	170	-400.00	CANCELLED CHQ- Grant award
17/06/2024	Daisy (Onebill)	V3946-DD	45.29		7.55	4384	220	37.74	Inv.282- Pavilion WiFi
17/06/2024	Daisy (Onebill)	V3947-DD	45.29		7.55	4190	120	37.74	Inv.739-Office Wifi & Line
25/06/2024	Unity Bank	V3955-6189	9,000.00			220		9,000.00	Transfer from Lloyds TO Unity
<b>Total Payments for Month</b>			8,690.58	0.00	15.10			8,675.48	
<b>Balance Carried Fwd</b>			5,744.68						
<b>Cashbook Totals</b>			<u>14,435.26</u>	<u>0.00</u>	<u>15.10</u>			<u>14,420.16</u>	

Receipts for Month 3			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>7,073.53</b>					<b>7,073.53</b>	
Banked: 21/06/2024		<b>23,000.00</b>						
V3944-TRAN	CCLA	23,000.00			240		23,000.00	Transfer to top up Unity
V3945-INTE Banked: 21/06/2024		<b>1,848.24</b>						
V3945-INTE	CCLA Investment Management Ltd	1,848.24			1080	110	1,848.24	Interest
Banked: 25/06/2024		<b>9,000.00</b>						
V3955-6189	Current Account & Instant Acc	9,000.00			200		9,000.00	Transfer from Lloyds TO Unity
<b>Total Receipts for Month</b>		<b>33,848.24</b>	<b>0.00</b>	<b>0.00</b>			<b>33,848.24</b>	
<b>Cashbook Totals</b>		<b>40,921.77</b>	<b>0.00</b>	<b>0.00</b>			<b>40,921.77</b>	

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## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/06/2024	Grist Environmental	V3941-DD	74.16		12.36	4770	220	61.80	Inv.683-B'hill waste away
07/06/2024	EDF Energy	V3942-DD	191.04		9.10	4302	220	181.94	Inv.011- Pavilion electricity
17/06/2024	Lloyds Bank PLC	V3943-DD	263.69		43.12	4120	120	2.10	Postage for Planning correspon
						4686	170	59.90	MCS Phone line costs
						4686	170	11.98	MCS Phone line costs
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone costs
						4175	120	5.50	Council website domain
						4200	120	12.99	Meeting room subscription
						4140	120	3.00	Monthly Fee
27/06/2024	Office Right Business Solution	V3914-BACS	76.75		12.79	4150	120	63.96	A4 Copier paper x5
27/06/2024	Community Heartbeat Trust	V3915-BACS	121.14		20.19	4049	142	100.95	Inv.251673- Child pads Shaw
27/06/2024	Community First	V3916-BACS	50.00			4650	170	50.00	Village Hall association membe
27/06/2024	Alzheimers Support	V3917-BACS	400.00			4610	170	400.00	Grant Award 2024/25
27/06/2024	Avon Printing Services	V3918-BACS	78.00		13.00	4150	120	65.00	Inv.46354- Business cards
27/06/2024	Agilico	V3919-BACS	60.35		10.06	4130	120	50.29	Inv.346-Office photocopying
27/06/2024	Aquasafe Environmental Ltd	V3920-BACS	150.00		25.00	4212	220	125.00	Inv.507-PPM Visit May 24
27/06/2024	Aquasafe Environmental Ltd	V3921-BACS	444.00		74.00	4212	220	370.00	Inv.605- June PPM Visit & serv
27/06/2024	JH Jones & Sons	V3922-BACS	2,376.56		396.09	4402	320	69.47	4227- Allotment grass cutting
						4400	142	477.98	4227- Play Area grass cutting
						4780	142	187.84	4227- Play Area bin emptying
						4781	220	91.92	4227- JSF Bin emptying
						4401	220	856.84	4227- Pitch Maintenance
						4409	142	188.65	4227- Hornchurch Grass cutting
						4820	142	37.50	4227- SHF annual cut
						347	0	-37.50	4227- SHF annual cut
						6000	142	37.50	4227- SHF annual cut
						4405	220	49.44	4227- JSF Hedge Maintenance
						4402	320	20.83	4227- BSF Hedge cut
27/06/2024	JH Jones & Sons	V3923-BACS	231.60		38.60	4540	142	193.00	Inv.4248-SID 2 deployment
27/06/2024	JH Jones & Sons	V3924-BACS	1,110.00		185.00	4575	142	925.00	In.4264-Berryfield PA Trip haz
27/06/2024	Kennet Sign & Display	V3925-BACS	360.00		60.00	4721	220	37.50	Inv.014-Pavilion signage
						4722	320	150.00	Inv.014-Allotment signage
						4049	142	75.00	Inv.014-Defib signage
						4575	142	37.50	Inv.014-Play area signage
27/06/2024	Shaw Village Hall	V3926-BACS	60.00			4680	170	60.00	NHP drop in session room hire
27/06/2024	Solagen	V3927-BACS	252.00		42.00	4540	142	210.00	Inv.6444-Brackets for SID 1
27/06/2024	Trade UK (Screwfix)	V3928-BACS	19.92		3.32	4575	142	16.60	Bin liners for the parish

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## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/06/2024	Workplace Wellness	V3929-BACS	450.00			4065	130	450.00	Employee Consultation
27/06/2024	Jens Cleaning	V3930-BACS	238.92			4381	220	238.92	Inv. 1081- Pavillion Cleaning
27/06/2024	Miriam Zaccarelli	V3931-BACS	165.00			4680	170	165.00	Inv.2403- NHP Support
27/06/2024	HM Revenue & Customs	V3932-BACS	2,464.47			4041	130	870.18	Period 3- June 2024
						4000	130	519.20	Period 3- June 2024-T
						4000	130	228.97	Period 3- June 2024-NI
						4020	130	206.40	Period 3- June 2024-T
						4020	130	92.83	Period 3- June 2024-NI
						4010	130	215.40	Period 3- June 2024-T
						4010	130	96.69	Period 3- June 2024-NI
						4460	142	192.60	Period 3- June 2024-T
						4800	320	11.80	Period 3- June 2024-T
						4070	120	30.40	Period 3- June 2024-T
27/06/2024	Wiltshire Pension Fund	V3933-BACS	2,174.79			4000	130	265.89	Period 3- June 2024
						4020	130	128.09	Period 3- June 2024
						4010	130	130.89	Period 3- June 2024
						4045	130	1,649.92	Period 3- June 2024
27/06/2024	John Glover	V3939-BACS	45.60			4070	120	45.60	Chairs Allowance- June 24
27/06/2024	Kanconnections	V3940-BACS	897.60		149.60	4049	142	748.00	Inv.1626- B'hill defib install
28/06/2024	Teresa Strange	V3934-BACS	████████		38.47	4000	130	████████	June 2024 Salary
						4155	120	11.65	Refreshments for meetings
						4150	120	100.60	Councillor ID badges
						4560	142	91.74	Flood Warden ID Badges
						4680	120	135.00	First Class Stamps- NHP Letter
28/06/2024	Lorraine McRandle	V3935-BACS	████████		0.60	4020	130	████████	June 2024 Salary
						4370	120	3.00	Cleaning materials-Office
						4155	120	3.70	Decafe Tea bags for meetings
						4155	120	2.85	Milk for meetings
28/06/2024	Marianne Rossi	V3936-BACS	████████			4010	130	████████	June 2024 Salary
28/06/2024	Terry Cole	V3937-BACS	████████			4460	142	████████	June 2024 Salary
						4050	142	47.50	Travel Allowance- June 24
						4051	142	41.40	Mileage x92 miles
28/06/2024	David Cole	V3938-BACS	████████			4800	320	████████	June 2024 Salary
28/06/2024	Unity Trust Bank	V3956-BANK	0.90			4140	120	0.90	Manual Handling Charge
30/06/2024	Unity Trust Bank	V3957-BANK	32.25			4140	120	32.25	Service Charge
<b>Total Payments for Month</b>			20,525.67	0.00	1,133.30			19,392.37	
<b>Balance Carried Fwd</b>			20,396.10						
<b>Cashbook Totals</b>			<u>40,921.77</u>	<u>0.00</u>	<u>1,133.30</u>			<u>39,788.47</u>	

Total Salaries  
June 2024

£7,260.42

Date: 08/07/2024

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**Cashbook 3**

User: MR

**Fixed Term Deposit**

For Month No: 3

**Receipts for Month 3**

**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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Cashbook 3

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Fixed Term Deposit

For Month No: 3

Payments for Month 3

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	

Date: 08/07/2024

Melksham without Parish Council Current Year

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 3

Receipts for Month 3

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>8,834.76</b>					<b>8,834.76</b>	
V3958-INTE	Banked: 30/06/2024	271.53						
V3958-INTE	Unity Trust Bank	271.53			1080	110	271.53	Interest
<b>Total Receipts for Month</b>		271.53	0.00	0.00			271.53	
<b>Cashbook Totals</b>		<u>9,106.29</u>	<u>0.00</u>	<u>0.00</u>			<u>9,106.29</u>	

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**Melksham without Parish Council Current Year**

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**Cashbook 4**

User: MR

**Instant Access Unity 20476339**

**For Month No: 3**

**Payments for Month 3**

**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>		9,106.29						
	<b>Cashbook Totals</b>		<u>9,106.29</u>	<u>0.00</u>	<u>0.00</u>			<u>9,106.29</u>	

Receipts for Month 3

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>513,000.00</b>					<b>513,000.00</b>	
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	
<b>Cashbook Totals</b>		<u>513,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>513,000.00</u>	

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Melksham without Parish Council Current Year

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Cashbook 5

User: MR

CCLA

For Month No: 3

Payments for Month 3

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>
21/06/2024	Unity Bank	V3944-TRAN	23,000.00			220		23,000.00	Transfer to top up Unity
<b>Total Payments for Month</b>			23,000.00	0.00	0.00			23,000.00	
<b>Balance Carried Fwd</b>			490,000.00						
<b>Cashbook Totals</b>			513,000.00	0.00	0.00			513,000.00	