

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held on Monday 2<sup>nd</sup> December 2024 at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES at 7:00pm**

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

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

In attendance: Wiltshire Councillor Nick Holder who left the meeting at 7.25pm.

**318/24 Welcome, Announcements & Housekeeping:**

Councillor Glover welcomed everyone to the meeting; it was noted that those present were already aware of the evacuation procedures in the event of a fire, so the housekeeping message was not read out. Everyone was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

Councillor Glover made the following announcements:

- The parish council's Winter newsletter will be in the 5<sup>th</sup> December Melksham News issue. It was noted that this newsletter was advertising the grants, grass cutting tender and Parish Officer vacancy.
- It was noted that Wiltshire Council had started their Regulation 16 consultation on the draft Neighbourhood Plan 2. It was noted that the consultation will run for eight weeks rather than six weeks due to the Christmas period. Once this has been completed, the plan will move on to the next stage, which is Examination and then to a Referendum. It was noted that Wiltshire Council had submitted their draft Local Plan to the Secretary of State for Examination.
- Wiltshire Council has expressed an interest in a devolution deal from central government with Dorset and Somerset Councils. The Government wishes for all devolution deals to end up with Mayoral Combined Authorities.
- Work has now been started on the footpath to the rear of Melksham Oak.
- The Eastern Relief Road had opened today.

**319/24 Apologies:**

Councillor Glover reported that Councillor Chivers had submitted his resignation from the council, effective immediately. Members felt that the parish council needed to recognise the years of service that he gave to both the parish council and Wiltshire Council. This should be placed on the next Full Council agenda in January.

**Resolved:** The council to consider writing to Councillor Chivers expressing their appreciation for his years of service to the parish council at the next Full Council meeting.

Standing Orders were suspended to allow a period of public participation.

**320/24 Invited Guests:**

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

Wiltshire Councillor Alford was attending a meeting of Melksham Town Council, in his role as town councillor.

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

Wiltshire Councillor Seed had submitted a report prior to the meeting, which Members noted.

**c) Wiltshire Councillor Nick Holder (Bowerhill):**

Wiltshire Councillor Holder wished to give the following updates:

**Recent Flooding:**

Councillor Holder wished to thank the parish council for hosting the Operational Flood Working Group meeting at their meeting space, where a number of communities come together to discuss flooding issues in their areas. He commended the Flood Warden scheme that the parish has had in place for a number of years and feels that this has been very helpful. He is grateful for all of the volunteers in the parish who helped out in the recent weather to try and stop residents' properties and businesses from flooding internally. He explained that there were significant flooding issues in Chippenham and Bradford on Avon as well as an issue with river flooding in the centre of Melksham. Wiltshire Council Officers were out from Sunday evening until Wednesday morning trying to assist residents.

There is currently no word from the central Government on what funding is available to help properties and businesses that have flooded. He expressed disappointment in this, as there are members of the community who need the Government support now. He also felt that it was disappointing that flooding incidences have moved from DEFRA (Department for Environment Food and Rural Affairs) to the Housing Ministry. He explained that some Ministers are not necessarily used to dealing with these sorts of issues. He had spoken to the Flooding Minister last week and raised this issue; however, they were unable to provide an answer. He explained that Wiltshire Council has a well-established process with residents and businesses whereby the information on any funding support goes on the website. This is the same with flood information and updates on any road closures.

**Devolution- Mayoral of Wessex**

Councillor Holder explained that the devolution for Wessex was not something that Wiltshire Council supported. The other local authorities that have been asked to comment on it are equally sceptical about this, but it has been made clear by

central Government that it will be mandatory as part of their ability to work more closely with the local community through elected Mayors. Councillor Holder was clear that this did not mean that the unitary authority would cease to exist. This would be an additional tier of government.

### **Pathfinder Place**

Councillor Holder reported that he had a site meeting scheduled with the Assets team at Wiltshire Council tomorrow to walk the site for the Pathfinder School. He explained that there had been work undertaken over the past few weeks to make the site secure. He explained that he has raised concerns with the Assets team with regard to flooding at the site, as it seems to have flooded significantly even before the recent weather. There had been some houses in Maitland Place that suffered from garden flooding, which he was going to look at tomorrow to see what can be done. With regard to the handover of the public open space area from Taylor Wimpey, he was still waiting for confirmation as to when this will happen; however, it is likely to be spring. It does appear that some of the trees that had been planted in the area do seem to have survived the winter period.

### **Rewilding Area- Bowerhill**

The planting that Idverde were arranging to rewild Harvard Close and Falcon Way did not take place due to the weather. The plan is to still plant bulbs and plugs on these sites, and this will be rearranged shortly. Councillor Holder will inform the relevant groups of the new date to see whether some volunteers would like to help.

### **Footpath to Pathfinder Way from Burnet Close**

Councillor Holder explained that he had this evening received a briefing note regarding the footpath to Pathfinder Way from Burnet Close. He explained that the funding had been received by Wiltshire Council in April 2020, and the funding is index-linked and amounts to £135,000. At the time of this contribution being paid, the country was in lockdown and staff had been reassigned to other work areas. This carried on throughout the pandemic, which left a significant backlog of schemes that needed to be completed before any new schemes could be started. Consequently, the development of the programme of this scheme had been delayed until July 2022. Wiltshire Council has since this time commissioned feasibility studies, ecological investigations, and topographical surveys of the route. The topographical surveys, concept design, tree surveys, preliminary ecological assessment, environmental investigation, and biodiversity metric calculations have been completed. The preliminary planning application was submitted in April 2024 and was approved under permitted development in September 2024. This scheme is due to be delivered in the next financial year.

Councillor Glover invited questions from members.

Councillor Pafford asked whether Councillor Holder could provide more details about the flooding in Maitland Place. Councillor Holder explained that a few weeks ago he was contacted by one of the residents in this area reporting that since they had moved in, flooding had taken place in their back garden. He has had a look at the issue and advised that it had been suggested that some of the

surface water management that had been put in by the developers was inappropriate for the geology of the area. Councillor Holder has asked the drainage team at Wiltshire Council to have a look at this, and from their perspective, the land should drain properly based upon the conditions. At his site visit tomorrow he is going to have a look at some of the pipes to see what is there. He understood that some of the pipes did have a hessian covering, which is to stop the pipes from freezing, but this may be preventing the flow of water. Councillor Holder also noted that there was a lot of vegetation at this site, and now Wiltshire Council had taken it over this can be cut back but it needed to be a balance so that enough is left to absorb the water so that it doesn't cause an issue to the neighbouring properties.

Councillor Holder confirmed that he was not aware of any properties that had been flooded in Bowerhill. He had visited Kittyhawk Close last week with Wiltshire Council Streetscene and the Drainage Department, and it appears that the grips are working well. Residents in the area had not reported any problems.

The council reconvened.

**321/24 Public Participation:**

There were no members of the public present.

**322/24 Declarations of Interests:**

Councillor Glover declared an interest in agenda item 10e regarding a bench donation as the requestee was his daughter's father-in-law.

**323/24 Dispensation Requests:**

None.

**324/24 Items to be Held in Closed Session:**

The Clerk explained that there were no confidential notes that accompanied the Planning Committee minutes of 25th November. The Clerk explained that 12b was an update on the recent severe weather and reminded members not to name specific house numbers or resident's names in the public domain. The Clerk advised that within the Planning Committee minutes there were details about a number of businesses requiring additional employment space. She reminded members that due to the commercial sensitivity, the names of the businesses needed to stay confidential.

**325/24 a) Minutes of the Full Council Meeting held on 11<sup>th</sup> November 2024:**

**Resolved:** The Minutes of the Full Council Meeting held on Monday 11<sup>th</sup> November 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following amendment:

Page 1: Councillor Shea Simonds was included in the Councillors present at the meeting; however, he had given his apologies, so his name needed to be removed. Councillor Richardson attended the meeting but had not been included in the list of attendees, so this needed to be added.

### **326/24 Planning:**

#### **a) Planning Committee Minutes of 25<sup>th</sup> November 2024:**

**Resolved:** The Minutes of the Planning Committee Meeting held on Monday 25<sup>th</sup> November 2024, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendment:

**Page 1:** Date of meeting to be changed from 26<sup>th</sup> November to 25<sup>th</sup> November.

**Page 12 (Min.314/24b):** It was felt that the last sentence which stated “Members disputed this as they have never seen any sheep on this site” needed to be moved up by two rows in order for the paragraph to read correctly.

#### **b) Confidential Notes to accompany the Planning Committee minutes of 25<sup>th</sup> November 2024:**

The Clerk advised that there were no confidential notes to accompany the Planning Committee minutes of 25<sup>th</sup> November 2024.

#### **c) Planning Committee recommendations of 25<sup>th</sup> November 2024:**

The Clerk explained that she has received a recommendation from Place Studio, the Neighbourhood Plan consultants, to change the emphasis of the comments that are to be submitted for the Land off Corsham Road, Whitley, Melksham (Middle Farm) planning application. It was noted that the council had approved the minutes as a true record of the meeting, which is correct. Members were aware that the comments made on this application at the Planning Committee meeting was not a recommendation in the minutes, as the Planning Committee has delegated powers to submit planning comments on the council’s behalf. This updated information from the consultants was something the council needed to consider before submitting the comments for this application.

The Clerk had highlighted in the comments the suggested changes that needed to be made. It was noted that within this site allocation in the Melksham Neighbourhood Plan, there was a specific policy relating to appropriate flood mitigation measures to prevent any increase in flooding to the site or the village, which the council wished to include in their comments. One of the questions the Clerk had was whether the properties that had been flooded south of the site should be named in the comments for clarification. She had contacted the owners of the properties to ask for their permission and was waiting to hear back.

Members did not feel that the properties should be named in the comments and instead they should state “two properties on the eastern side of Corsham Road”.

Councillor Glover reported that with regard to the street trading application for the takeaway van on Westinghouse Way, the local youth organisations and Wiltshire Councillor Holder have also objected to this application.

Councillor Glover advised that with regard to the lack of employment land discussed at the planning meeting, a local business has contacted Brian Mathew MP to raise the issue with him too. It was noted that in the letter to the MP it detailed that there was 5 acres of employment land for Melksham allocated in the Wiltshire Local Plan; however, it was 5 hectares, not acres. It was felt that the parish council should inform the business.

**Resolved 1:** The recommendations contained in the Planning Committee minutes of 25<sup>th</sup> November 2024, were formally approved.

**Resolved 2:** The council approve the amendments made to the planning comments for Land off Corsham Road, Whitley, Melksham (PL/2024/09725) as suggested by Place Studio. The council should not name the properties who have been flooded near to the site in the comments and include the clause as detailed above.

### **327/24 Finance:**

#### **a) Receipts & Payments reports for November:**

Members noted the receipts and payment reports for November.

#### **b) Cheque signatories/online authority for November payments:**

**Resolved:** For Councillor Wood and Councillor Doel to be signatories for December's payments.

#### **c) Bank Account and Fund Transfers:**

Councillor Glover advised that there was currently £32,964.72 held in the Unity Trust Bank Current account, and it was estimated that £40,000 would be required for the December payment run, plus a £5,000 buffer in the account. It was noted that the next Full Council meeting wasn't until 20th January, which had been considered with this calculation. This means that £12,000 will need to be transferred from the CCLA Public Sector Deposit Fund account to the Unity Trust Bank Current Account. The form for this transfer will need to be signed by two finance committee members at this evening's meeting so that the funds can be transferred into the account prior to the payment run. This will leave £577,000 in the CCLA Public Sector Deposit Fund account. It was noted that there was £5,427.08 in the Lloyds Account; therefore, no funds needed to be moved in or out of the account.

**Resolved:** The council approve moving £12,000 from the CCLA Public Sector Deposit Fund to the Unity Trust Bank Current Account.

**d) Lloyds Treasurer's Account Charges:**

The Clerk explained that the council had recently received notification from Lloyds Bank advising that from the 14th January 2025, they will be changing the council's Treasurer's account to a Business Account. As a consequence, the council will be charged an account maintenance fee and for day-to-day banking services such as cheque and cash payments. The account maintenance fee will be £8.50 per month, and to pay in cheques there will be a £1.00 charge; for cash being paid in, there will be a £1.50 charge for every £100. The Clerk had estimated that it would cost around £150 per year to run the account. Councillor Glover reported that there were pros and cons to keeping the account open. It was noted that Lloyds Bank had closed down in Melksham and therefore cheques and cash have to be paid in at the post office, although the council receives minimal cash and cheque payments. The council no longer needs to spread their risk as they are not covered by the FSCS (Financial Services Compensation Scheme); however, there has been an occasion where an organisation was unable to pay into Unity Trust Bank and consequently paid into Lloyds Bank. There are also historic payments that are set up on this account, such as direct debits and income from Wiltshire Council, so if the council decided to close this account, this would need to be changed. It was highlighted that once per year the parish council hands out grant cheques at their annual parish meeting and would not be able to do this from the Unity Account.

Discussions took place as to whether the council should continue with the Lloyds account or whether it could now be closed. It was noted that the council was making interest on other accounts that they hold, so this would cover these additional costs. It was felt that for now the council should continue with the account; however, officers should explore other options to see whether another current account could be opened that did not have charges associated with them to run the account.

**Resolved:** The council continue with the Lloyds Current Account at this juncture but explore other options to ascertain whether there is another account available that did not have charges to run the account associated with them.

**e) Draft Tax Base for Precept setting for 2025/26:**

Councillor Glover reported that the council had received their draft tax base figure for 2025/26, which was 2980.90. The Clerk explained for new members of the council that the tax base figure is the equivalent of band D properties in the parish, which is the average household. There are, however, discounts for properties that have single occupancy and if people have a council tax discount, for example. It is not wholly based on the number of dwellings or people, as there are other factors that are also taken into account.

Members noted the tax base figure.

**f) Sandridge Solar farm community benefit contribution for 2024/25:**

Councillor Glover reported that the Sandridge Solar Farm contribution for 2024/25 was £18,021.33, which had now been received in the bank. It was noted that this is a

small increase on the last financial year. The Clerk explained that officers had tried to get this amount increased as the development at Pathfinder Place was within the radius of the solar farm; however, they will only recalculate the number of houses if there is a Community Governance boundary review. Secondly, the Clerk had chased the solar farm owners on whether they will be extending the community benefit from 25 years to 40 years following their planning application to extend the operational life of the farm. It was noted that the parish council has been trying for a year to get a response from the solar farm on this matter. It was felt that this information should be sent to the Melksham News due to the length of time the parish council has been waiting for a response.

**Resolved:** The council to make the Melksham News aware that the parish council have been trying to get a reply from the Sandridge Solar Farm for a year without success on whether they will be extending their community benefit to 40 years following their planning application.

**g) Funding requests from Melksham Town Council for 2025/26 financial year:**

Councillor Glover explained that the parish council had received some funding requests from Melksham Town Council to contribute towards some community events in the 2025/26 financial year, which were as follows:

- VE Day Celebrations – 8th May
- Park Yoga sessions May – Sept
- Holiday Activities in King George Park
- Proms in the Park
- Remembrance Day Commemorations
- Christmas Lights Switch-On

It was noted that at present the parish council has only received limited information on these events. Members questioned whether Melksham Town Council had contacted the neighbouring parishes for contributions towards these events, as residents from other parishes may well also attend. Members felt that they may potentially support some of the above activities but not all of them, as some of these activities clashed with the activities that the parish council already supported around the parish. Additionally, it was noted that the council already hosted holiday football activities at the Bowerhill Sports Field, which was a parish council facility. Members also felt uncomfortable about contributing towards free park yoga, as there were already commercial businesses doing this in the Melksham area. Councillor Harris queried whether this request would come under grant applications. It was noted that the parish council had previously provided grant funding towards the Christmas lights as well as towards the Food and River Festival, Carnival, Party in the Park, etc. Furthermore, it was felt that some of these requests were town activities and should be something that the town provides, not for the parish council to contribute to.

After a discussion, members felt that they needed more information in order to make an informed decision about the requests. In particular, more details about what they are proposing and a breakdown of overall costs expected for each event.



**Resolved:** The parish council are unable to approve any funding towards the above activities at this stage and require more information on each event as detailed above in order to make an informed decision on each request.

h) **Contribution towards the Market Place Public Toilets for 2025/26**

Councillor Glover reported that a request had been received from Melksham Town Council for the parish council to increase their contribution towards the Market Place Public Toilets for the 2025/26 financial year. It was noted that the parish council currently had a three-year agreement in place with the town council to contribute a flat rate of £5,000 towards the toilets for each year of the agreement. The 2025/26 financial year is the last year of the current agreement, and it was agreed to be reviewed at the end of that period. Councillor Glover explained that the figures being quoted by the town council for the overall cost of the toilets didn't seem to add up. It was also noted that water rates were being included in these figures; however, they are yet to confirm that the toilets had been isolated from the other buildings on the meter, which was an issue previously. Due to the high cost of water bills previously and no explanation as to why this was the case, the parish council has had a concern that the water was also being used to fill up the water bowser to water the plants in the town. Additionally, when the council originally agreed to contribute towards the toilets, it was agreed to hold a meeting every six months to go through the costs; however, this was last held around two years ago. At the time, it was very clear that there were discrepancies with both the electricity charges and water rates without any acceptable explanation. It was noted that with regard to the electricity charges, in certain months of the year the electricity charges doubled for no apparent reason and then reduced back down again in other months. It was noted that the increase in electricity charges was not specific to winter, and in fact some were in the middle of the summer. As no clarification could be provided to the parish council with regard to the increase in charges, it was agreed to provide a flat rate contribution towards this facility without needing to know any further details. In the 2022/23 financial year, the parish recognised that a number of emergency repairs had been undertaken and therefore contributed £6,000 towards the toilets, and the council allowed the town council to keep the rates rebate that had been received in the 2021/22 financial year. It had also been highlighted that the male toilets have been out of order for at least two months and the disabled toilet has also been out of order for several weeks. It was felt that this needed to be identified to the town council as the parish council was still contributing towards this facility.

After a discussion, members felt that as there was already an agreement in place with the town council for the 2025/26 financial year for the Market Place Public Toilets, this should be honoured as agreed. It was also felt that the town council should be reminded that they had not yet advised the parish council on the changes that were necessary to the metering on the electricity and water, which covered other buildings as well.

**Resolved:** The parish council reject the request from Melksham Town Council to increase the contribution towards the Market Place Public Toilets for the 2025/26 financial year as there is already an agreement in place.

## 328/24 Asset Management:

### a) Grass cutting tender.

#### i. Working party for matters relating to the grass cutting tender:

It was noted that the closing date for all grass cutting tenders was Friday, 10th January. In order to review tenders prior to the Full Council meeting on 20th January, when the budget will be approved, it was suggested that a closed working party could be set up to open and consider the tenders received. It was suggested that this could take place sometime week commencing 13th January, so that a recommendation from the working party can be made to the Full Council for approval. Members considered how many councillors needed to be on the working party, and it was agreed that three would be sufficient along with the Clerk and Finance & Amenities Officer. It was noted that both Councillor Richardson and Councillor Sullivan had procurement experience and Councillor Baines was Chair of the Asset Management Committee; therefore, it was agreed that these members should be on the working party.

It was noted that a working party also needed to be set up to shortlist the applicants that have applied for the Parish Officer job role. This would also need to be week commencing 13th January, and the Clerk suggested this could take place after the tender working party, as both Councillors Sullivan and Baines were on the Staffing Committee. It was agreed that Councillor Shea-Simonds would also form part of the working party.

**Resolved 1:** The parish council set up a closed grass cutting tender working party week commencing 13<sup>th</sup> January to review tenders received and make a recommendation to Full Council on 20<sup>th</sup> January. The working party to be Councillors Sullivan, Richardson and Baines, with the Clerk and Finance & Amenities Officer.

**Resolved 2:** A working party to be set up to shortlist applicants for the Parish Officer Job role on week commencing 13<sup>th</sup> January in order to make a recommendation to Full Council on 20<sup>th</sup> January. The working party to be Councillors Sullivan, Baines and Shea Simonds, with the Clerk.

#### ii. Amendments made to grass cutting tender since last meeting:

It was noted that at the last Full Council meeting, Councillor Richardson had agreed to have a look over the grass cutting tender as he had procurement experience and had provided officers with some help on some aspects. The Clerk advised that some amendments had been made in the tender since the last meeting, which had been highlighted

to members in their agenda packs. The Clerk informed members that an additional bin at Hornchurch Road Play Area needed to be added to the specification, meaning that three would now be emptied at this location. Officers had also implemented some standard terms and conditions that had come from another council; however, the Clerk queried with members what the minimum level of cover for public liability insurance they wished to request was. In the current terms and conditions, it stated a minimum of £10,000,000; however, the council only currently asks for £5,000,000. It was agreed that the minimum level of public liability insurance a contractor should have is £5,000,000.

Councillor Glover highlighted that officers wanted to check with members that they were happy with the clause implemented regarding dispute resolution, as this had been added since the last meeting. Officers had edited the clause a little bit to be more in line with the structure of this parish council; however, they wondered whether it was appropriate for this level of contract. It was noted that included in part of the clause was for an independent mediator to be appointed if the dispute is not resolved in a specified allotted time. Councillor Richardson agreed that the clause may need editing a bit, but it was drafted as a staged approach and only goes up to a formal stage in the event that, after a period of time, the matter is still unresolved. He agreed that he could talk to officers outside of the meeting to ensure that it is appropriate. Members agreed with this way forward.

**Resolved 1:** The parish council reduce the level of public liability insurance required in the grass cutting contract to a minimum of £5,000,000 and increase the number of bins that are required to be emptied at Hornchurch Road to three.

**Resolved 2:** The council approve the dispute resolution clause in the contract pending minor wording amendments made by Councillor Richardson to ensure that it is appropriate for this council.

iii. **Scoring matrix for evaluating tenders:**

The Clerk explained that in terms of evaluating tenders, she had included three examples in the agenda pack; it was noted that the example included in the contract document was suggested by Councillor Richardson. Members agreed that this example was the most appropriate; however, felt that the weighing for each section should be reviewed. It was noted that this evaluation criteria was based on price, experience, references, and compliance with the tender document. After a discussion, the following weighting was agreed upon:

- Price 30%
- Experience 30%

- References 20%
- Compliance 20%

It was noted that the second example provided information on how to score each section which should be implemented with the above evaluation criteria.

**Resolved:** To evaluate each tender submitted for the grass cutting and bin emptying contract as detailed above.

**b) Increase in charges for waste contract:**

The Clerk reported that the council had received some correspondence from Grist Environmental, the current pavilion commercial waste contractors, informing that from 1st December 2024 their services will be increasing by 7.5%. It was noted that Energy Recovery costs will increase significantly in April 2025 and as such, there will be a price review in April 2025 as well. It was queried whether the council was in a fixed contract or a rolling contract, which the Clerk agreed to double-check. It was noted that if the council were currently in a fixed contract, the contractor would not be able to increase the charges for the length of the term.

Members noted the increase.

**Resolved:** The Clerk double check the current waste contract to ensure that the contractor is entitled to increase the charges.

**c) Cover for weekly visual play area and allotment inspections over the Christmas period whilst staff on leave:**

The Clerk explained that during the Christmas period, councillors have previously kindly offered to undertake a visual check of the play areas and allotments whilst the staff are on leave. It was noted that the staff would be on leave from week commencing 23<sup>rd</sup> December until the 6<sup>th</sup> January, so the play areas would need to be covered during this time. The following councillors offered to undertake the checks on the play areas and allotments as detailed below:

<b>Area</b>	<b>Councillor</b>
Bowerhill Playing Field and basketball court	Councillor Harris
Kestrel Court Play area, Bowerhill	Councillor Glover
Hornchurch Road MUGA/basketball court, Bowerhill and play area	Councillor Pafford
Berryfield Play area, teen shelter and MUGA	Councillor Wood
Shaw Play area and MUGA	Councillor Richardson
Beanacre Play area	Councillor Richardson

Berryfield Allotments	Councillor Franks
Briansfield Allotments	Councillor Franks
Whitworth Play Area at Bowood View	Councillor Holt
Davey at Pathfinder Place –it adopted before Christmas – TBC	Councillor Harris
Bowerhill Sports Pavilion – fire alarm checks and weekly water flush	Teresa Strange

The Clerk explained to members that this was just a visual inspection to check that there isn't any glass, needles, or vandalised equipment that would pose a health and safety risk. Members were reminded to email the Clerk once the check had been completed with a date and time for the council's records.

d) **Request from resident to purchase land at Berryfield Park:**

The Clerk explained that she had been contacted by a resident of Berryfield Park who would like a small piece of land near the Berryfield Play Area to extend their garden. It was noted that for many years this resident has been in contact with Wiltshire Council with regard to this land, but now it had recently been transferred to the parish council, wished to enquire whether the council would consider selling a small piece of land. The Clerk had included in the agenda packs a map showing the location of where the resident resided to give members an idea of which part of the land they were interested in. The Clerk at this time was unsure about how much land the resident wished for. The Clerk explained that before she did any more investigation, she wanted to ask members whether they would be interested in this, in principle. It was noted that the land in question was between the play area and the old village hall. Members felt that they needed to ascertain what the conditions of the land transfer were and whether there were any restrictions detailed in there that prohibited the council from selling parts of the land.

After a discussion, members agreed in principle to investigate this request further.

**Resolved:** The Clerk checks the conditions detailed in the freehold transfer of this land to see whether there are any restrictions on selling part of the land.

e) **Request from town resident on donation of bench in parish:**

Councillor Glover reported that the council had received an offer of a bench to be located on Woodrow Road near the junction with New Road. The resident had offered to purchase a second-hand bench for £20 and ask the Shed Project volunteer group to install it, as there was already a concrete base in this location. As background information, Councillor Baines explained that some time ago there had been a bench provided at this location by the parish council; however, it was understood that a vehicle had left the road and collided with the bench, damaging it beyond repair. The parish council did intend on replacing it at the time; however, in the meantime, the bus service at this location discontinued, and as such, the parish council considered that a

bench was no longer required. In recent years someone had installed a garden seat on the concrete base; however, over time this had weathered and fell apart. The parish council has more recently received a request from a resident to replace the bench, but at the time this was refused on the grounds that it was near a bend, with vehicles approaching at 60 mph, so it was considered not to be a safe location to encourage people to sit.

It was noted that the parish council does have a bench donation policy; however, it is an expectation for anyone who wishes to make such a donation to provide the funding so that the council can install their standard bench style. The estimated cost of this was around £900, which included the purchase of a bench and the installation. Members felt that due to the safety concerns around siting a bench at this particular location, this request should be refused. In addition, this request was also contrary to the parish council's policy in place.

**Resolved:** The parish council refuse the donation of a second-hand bench to be installed on Woodrow Road due to the request being contrary to the council's current bench donations policy and the safety concerns around siting a bench at this location as detailed above.

### **329/24 Highways & Transport:**

**a) Proposed scheme for double yellow lines on Westinghouse Way, Bowerhill and consider any additions required following recent correspondence:**

Councillor Glover explained that the parish council had considered the schemes for double yellow lines on Westinghouse Way back in April, but they have still not been advertised by Wiltshire Council. The reason this had come back onto the agenda was because the Clerk had received some recent correspondence from some businesses on the industrial estate requesting double yellow lines in other areas. It was noted that this item was over the six-month period as per the council's standing orders, so it could be considered again this evening. It was advised that although the agreed scheme has not been advertised yet, the Clerk did have a look at the LHFIG (Local Highways and Footway Improvement Group) minutes, which stated that these schemes would be advertised in late November or early December, so it may be too late to make any more additions. If this is the case, the parish council could include any additions/amendments in their response. It was noted that the current proposed scheme was to put double yellow lines on either side of the Bowerhill Sports Pavilion entrance gate and on both sides of the junction just off of the Westinghouse Way roundabout. There is also a scheme to put double yellow lines around the Westinghouse Way roundabout and in some areas on both the Lancaster and Lysander Roads.

It was explained that in response to the proposal for a takeaway van to be located on Westinghouse Way, a business on Swift Way had suggested that there should be double yellow lines at the junction with Swift Way, as their

vehicles had difficulty getting down Westinghouse Way when vehicles were parked on this junction. It was noted that this was next to the walkway bridge onto the Bowerhill Sports Field, so people commonly park there to access this facility. The Clerk explained that the businesses on Swift Way included Gompels, Knorr Bremse, and a fire engine servicing facility. Members agreed that this request for the Swift Way corners to have double yellow lines should be included in the scheme; if it is too late to make any changes, this should be included in the parish council's response to the consultation.

In addition, the Clerk was contacted by a business owner on Lysander Road who was having difficulty coming out of their business due to cars being parked on both sides of their entrance and obscuring their view as they leave the premise. They had also informed the council that one of their staff members has recently had a car accident when coming out of this site. They had asked whether double yellow lines could be installed on either side of their entrance to enable a safe route out of their premises. Additionally, they had requested for the industrial estate to be a one-way system, which will be considered at the next Highways meeting on 13th January 2025. Members reviewed the current scheme for double yellow lines in conjunction with the location of this business and noted that the double yellow lines proposed were on the same side of the road as this business; therefore, no amendments needed to be made to the scheme.

**Resolved 1:** The parish council include the request for double yellow lines on the junction with Swift Way in the scheme. If it is too late to make any amendments to the scheme this should be included in the parish council's response to the consultation.

**Resolved 2:** The parish council make no additions to the proposed scheme following correspondence from a business on Lysander Road for double yellow lines either side of their premises as the current scheme included for double yellow lines to be installed outside of their business.

**b) Sealed Traffic Regulation Orders for 40mph speed limit on Eastern Relief Road**

Members noted that the traffic regulation order for a 40-mph speed limit on the Eastern Relief Road has now been sealed. The order came into operation today, and the road is now open. It was noted that this road was not in the parish of Melksham Without, but alongside the boundary.

**c) Correspondence received from police regarding e-scooters**

Following some correspondence with the police regarding e-scooters, they have provided an update with regards to the steps that they are taking. They are targeting areas where they suspect that e-scooters are being used, and they are looking at a Public Spaces Protection Order, which provides more legislation.

Members noted this.

**d) Wiltshire Council consultation on Local Transport Plan:**

Members noted that Wiltshire Council is holding a consultation on the Local Transport Plan that started on Thursday 28th November and runs until Friday 24th January. Wiltshire Council is also holding two online engagement events during the consultation period on the following dates:

- Tuesday 3<sup>rd</sup> December 2024, 6-7pm
- Monday 13<sup>th</sup> January 2025, 6-7pm

The Clerk queried with members on how they wished to compile a response to the consultation. She explained that there was a lot of detail in this consultation with a number of documents that need to be looked at. It was agreed to put together a small working group to compile a draft response to the consultation in order for it to be approved by Full Council on 20<sup>th</sup> January. The working party to consist of Councillors Glover, Harris, and Baines.

**Resolved:** To put together a small working party in order to compile a draft response to this consultation for it to be considered at the January Full Council meeting.

**e) Installation of Real Time Information in Kestrel Court, Bowerhill bus shelters:**

Members were pleased to note that real time information has been installed at the Kestrel Court bus shelters.

**f) EV charging survey response under delegated powers:**

The Clerk explained that she did submit a response under her delegated powers on the parish council's behalf; however, she was unable to save or print prior to submission. It was noted that there were no real areas in the parish with only on-street parking, and she had contacted all of the community action groups, village halls, churches, and schools to see whether they were interested in being a community EV charging site. Only Shaw Village Hall and St Barnabas Church in Beanacre are interested. It was noted that St Barnabas Church did highlight that their car park gates are locked most of the time and the church has limited visitors.

Members noted this.

**330/24 Health and Wellbeing:**

**a) New health and care facility being built in Trowbridge and way forward with range of health facility issues in Melksham:**



It was noted that a new health care facility was being built in Trowbridge with NHS ICB (Integrated Care Board) and Wiltshire Council CIL (Community Infrastructure Levy) funding being used to fund this facility. The Clerk queried whether the council wished to ask questions of Wiltshire Council on how Trowbridge was chosen and whether it was just for the use of residents of Trowbridge or whether Melksham residents can use it too. Members felt that it may strengthen the case for a similar facility in Melksham; however, it was acknowledged that now funding has been used for the Trowbridge facility, any future facility for Melksham may be delayed until there is more funding available. It was noted that there has been a lot of development in Melksham, and as such, Wiltshire Council has received around £5 to £6 million worth of CIL funding from developments in Melksham Without. It was highlighted that CIL funding did not need to be spent in the area that it related to; however, members felt very strongly that it should be used in Melksham, in particular for a new health and care facility like other areas of the county have.

Councillor Glover highlighted that the doctor's surgeries in Melksham were in a PCN (Primary Care Network) with Bradford on Avon. It is understood that the funding within the PCN is going to Bradford on Avon, as their need was considered to be greater, but Melksham could be a PCN in its own right once the population becomes 30,000. This did not mean that Melksham would have its own PCN, but this was the trigger for this to happen. The Clerk advised that in May, at the Area Board meeting, the doctors' surgeries said that they could cope with the new development in Melksham; however, during the Melksham Neighbourhood Plan consultation, a comment was received from one of the doctors who contradicted this.

After a discussion, members felt that Wiltshire Council should be contacted and asked how Trowbridge was chosen for this new facility. It should also be asked when Melksham will be considered for a similar facility. The ICB should be asked the same questions.

**Resolved:** The parish council contact Wiltshire Council and the ICB and ask how they make the decision on which area gets funding for a new health care facility like Trowbridge and whether Melksham will be considered for a similar facility.

#### **b) Update following severe weather event “Storm Bert”**

The Clerk reported that during Storm Bert three properties in the parish had internal property flooding, one in Shaw and two in Woodrow, which all happened on Sunday 24th November. Due to the fantastic efforts of the Shaw and Whitley Flood Wardens, several properties in Whitley avoided internal property flooding.

It was reported that there was no news yet as to whether the Government would be providing funding for those affected by the storm. The Clerk has raised the issue that previously the funding has only been given to residents who have actually flooded, not those who have prevented it with the help of

the Shaw and Whitley Flood Wardens. These residents also need funding so that they are able to purchase their own pumps or install other flood measures.

**c) Presentation on cost of Living and Household Support Fund from Wiltshire Council.**

The Clerk advised that she had attended the presentation on the cost of Living and Household Support Fund from Wiltshire Council and found lots of useful information. She had anticipated that the slides from the presentation would have been sent through, but to date she has not received them but would forward the presentation on to members once received.

**d) Request from the Wiltshire Wildlife Community Energy for the parish council to partner with them on a small energy efficiency measures project**

Councillor Glover reported that the council had received a request from the Wiltshire Wildlife Community Energy to partner with the parish council to implement small energy measures into people's homes. It was noted that this organisation runs energy cafés and is finding that some people are interested in these measures but have barriers that prevent them from installing and implementing the measures. They see this as a gap in provision and are looking to partner with an organisation that either has caseworkers visiting homes and seeing a need for these measures or one employing a handy person with the capacity to help install these measures following a referral. In the correspondence received, this organisation understood that parish councils may employ handypeople, which was why they got in touch.

Members considered this request; however, it was noted that the parish council only employed one part-time Caretaker who would have no capacity to undertake any additional tasks. It was felt that the parish council is unable to support this request. It was highlighted that the SHED project may be able to help with this project, but this group was based in the town. The Clerk confirmed that the request had also gone to the town council, which has an amenities team but was yet to see a reply.

**Resolved:** The parish council are unable to support this request as there is no capacity for parish council staff to undertake this project.

**e) Wessex Water fined following sewage leaks relating to an area in the parish**

Members noted that Wessex Water has been fined for sewage leaks at Bowerhill Lodge, causing water to discharge into Clackers Brook and discharging screened sewage, which killed over 2,000 fish.

### **331/24 Elections:**

- a) **Date of election 1st May 2025 and date for the pre-election period of heightened sensitivity commencing 11th March 2025.**

Members noted that the date of the election was 1<sup>st</sup> May 2025 and the date for the pre-election period of heightened sensitivity will start on 11th March 2025.

- b) **Date for Annual Parish meeting:**

Councillor Glover advised that, bearing in mind the pre-election period of heightened sensitivity, the council needed to set a date for the annual parish meeting. Currently bearing in mind the council's meeting schedule, both the 3<sup>rd</sup> and 10<sup>th</sup> March were available. The Clerk agreed to contact Shaw Village Hall to see whether they now had availability to host this meeting, as in previous years they have been fully booked.

**Resolved:** The Clerk to contact Shaw Village Hall to see whether they can accommodate the Annual Parish meeting on either the evening of 3<sup>rd</sup> or 10<sup>th</sup> March 2025.

- c) **“Councillor Corner” articles to the Melksham News:**

Members considered whether it was appropriate to submit “Councillor Corner” articles after the January issue, bearing in mind the May election. It was noted that the articles run through in alphabetical order, and after the January issue, the list restarts again. If the articles continued, it would mean that only some councillors would be able to submit an article before the election, and it was felt to be unfair to the other councillors who were further down the alphabet.

**Resolved:** The council stop the “Councillor Corner” articles after the January issues and reconsider after the May 25 election whether these articles should be restarted.

- d) **Query raised with Wiltshire Council on parish boundary at Eastern Relief Road**

Councillor Glover explained that it was previously understood that the Eastern Relief Road would be the boundary between the parish and town; however, the way the legal order has been drawn is outside of this road, and as such this road is in the town, not the parish.

### **332/24 Meeting notes from meeting held with Brian Matthew MP and receive update following points raised at meeting.**

The Clerk advised that further to the meeting with Brian Mathew MP, she had received some notes from the meeting. Some of the actions from the meeting had been followed up on, such as the impact on the employer national insurance increase. It was noted that Brian Mathew MP has signed a letter calling on the government to reconsider the proposed rise. There was also an update with regard to the progress on Melksham House and when it will open as a special educational

needs school. Although there is no indication of a date yet, in the correspondence it suggests that additional works were taking place in the summer, which suggested that the school wouldn't open until September 2025.

Meeting closed at 21.08 pm

Chairman, 27<sup>th</sup> January 2024

Date: 02/12/2024

Melksham without Parish Council Current Year

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Time: 10:54

Cashbook 1

User: MR

Current Account &amp; Instant Acc

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		13,079.30					13,079.30	
V4234-BACS	Banked: 01/11/2024	40.00						
V4234-BACS	Allotment Holder	40.00			1320	310	40.00	Rent for plot 32 on Briansfiel
V4235-BACS	Banked: 04/11/2024	69.00						
V4235-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.464- 3rd Nov match
V4236-BACS	Banked: 06/11/2024	40.00						
V4236-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 8B on Berryfield
V4237-BACS	Banked: 11/11/2024	40.00						
V4237-BACS	Future of Football FC	40.00			1210	210	40.00	Inv.467- 11 aside 10th Nov
V4238-BACS	Banked: 11/11/2024	20.00						
V4238-BACS	Allotment Holder	20.00			1320	310	20.00	Rent for Briansfield 1a
V4239-CIL	Banked: 11/11/2024	96,048.36						
V4239-CIL	Wiltshire Council	96,048.36			1420	350	96,048.36	2022/02749 Land @ Semington RD
V4240-BACS	Banked: 11/11/2024	69.00						
V4240-BACS	Pilot FC	69.00			1210	210	69.00	Inv.465-9th Nov Match
V4241-BACS	Banked: 11/11/2024	20.00						
V4241-BACS	Allotment Holder	20.00			1320	310	20.00	Briansfield plot 23a rent
V4242-BACS	Banked: 11/11/2024	69.00						
V4242-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.468- 10th Nov Match
V4243-BACS	Banked: 15/11/2024	40.00						
V4243-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield plot 3b rent
V4245-BACS	Banked: 25/11/2024	40.00						
V4245-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 31 rent
V4246-BACS	Banked: 26/11/2024	80.00						
V4246-BACS	Allotment Holder	80.00			1310	310	80.00	Berryfield plot 14a rent
<b>Total Receipts for Month</b>		96,575.36	0.00	0.00			96,575.36	
<b>Cashbook Totals</b>		109,654.66	0.00	0.00			109,654.66	

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Date: 02/12/2024

Melksham without Parish Council Current Year

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Time: 10:54

Cashbook 1

User: MR

Current Account &amp; Instant Acc

For Month No: 8

## Payments for Month 8

## 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>
01/11/2024	ICO	V4231-DD	35.00			4391	120	35.00	Data Protection annual fee
15/11/2024	Daisy (Onebill)	V4232-DD	45.29		7.55	4190	120	37.74	Inv.732-Office line & WiFi
15/11/2024	Daisy (Onebill)	V4233-DD	45.29		7.55	4384	220	37.74	Pavilion line & WiFi
18/11/2024	Unity Bank	V4224-6194	104,000.00				220	104,000.00	Transfer FROM Lloyds to Unity
28/11/2024	Lamplight	V4244-DD	57.00		9.50	4686	170	47.50	Inv.31491-MCS Database Nov 24

<b>Total Payments for Month</b>	104,182.58	0.00	24.60	104,157.98
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<b>Balance Carried Fwd</b>	5,472.08
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<b>Cashbook Totals</b>	109,654.66	0.00	24.60	109,630.06
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## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	6,928.21					6,928.21	
V4228-INTE	Banked: 04/11/2024	1,780.83						
V4228-INTE	CCLA Investment Management Ltd	1,780.83			1080	110	1,780.83	Interest
	Banked: 18/11/2024	104,000.00						
V4224-6194	Current Account & Instant Acc	104,000.00			200		104,000.00	Transfer FROM Lloyds to Unity
V4229-REFU	Banked: 18/11/2024	121.14						
V4229-REFU	Community Heartbeat Trust	121.14			4049	142	121.14	REFUND- child defib pads
V4230-SAND	Banked: 28/11/2024	18,021.33						
V4230-SAND	Sandridge Solar Farm	18,021.33			1140	110	18,021.33	Community benefit 2024/25
<b>Total Receipts for Month</b>		<b>123,923.30</b>	<b>0.00</b>	<b>0.00</b>			<b>123,923.30</b>	
<b>Cashbook Totals</b>		<b>130,851.51</b>	<b>0.00</b>	<b>0.00</b>			<b>130,851.51</b>	

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2024	Grist Environmental	V4226-DD	95.76		15.96	4770	220	79.80	Inv.132-B'hill Waste away
18/11/2024	Lloyds Bank PLC	V4227-DD	211.57		33.71	4680	170	3.00	Land search NHP
						4120	120	3.30	Planning agenda pack
						4175	120	24.97	Adobe Acrobat Pro
						4175	120	88.20	Office 365
						4190	120	36.90	Office phone charges
						4175	120	5.50	Website hosting
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
26/11/2024	Agilico	V4199-BACS	66.27		11.05	4130	120	55.22	Inv.353- Office photocopying
26/11/2024	JH Jones & Sons	V4200-BACS	2,376.56		396.09	4402	320	69.47	Inv.4611- Allotment grass cut
						4400	142	477.98	Inv.4611- Play area grass cut
						4780	142	187.84	Inv.4611-Play Area bin emptyin
						4781	220	91.92	Inv.4611-JSF Bin Emptying
						4401	220	856.84	Inv.4611-JSF Pitch Maintenance
						4409	142	188.65	Inv.4611- Homchurch Grass cut
						4405	220	49.44	Inv.4611- JSF Hedge
						4820	142	37.50	Inv.4611- SHF Grass cutting
						347	0	-37.50	Inv.4611- SHF Grass cutting
						6000	142	37.50	Inv.4611- SHF Grass cutting
						4402	320	20.83	Inv.4611- BSF Hedge
26/11/2024	JH Jones & Sons	V4201-BACS	463.20		77.20	4540	142	386.00	4571-SID Deployment 30/8-27/9
26/11/2024	JH Jones & Sons	V4202-BACS	2,376.56		396.09	4402	320	69.47	Inv. 4525-Allotment grass cut
						4400	142	477.98	Inv. 4525-Play Area grass cut
						4780	142	187.84	Inv. 4525-Play Area bin emptyi
						4781	220	91.92	Inv. 4525-JSF Bin emptying
						4401	220	856.84	Inv. 4525-JSF Pitch Maintenanc
						4409	142	188.65	Inv. 4525-Homchurch Grass cut
						4405	220	49.44	Inv. 4525-JSF Hedge
						4820	142	37.50	Inv. 4525-SHF Grass cutting
						347	0	-37.50	Inv. 4525-SHF Grass cutting
						6000	142	37.50	Inv. 4525-SHF Grass cutting
						4402	320	20.83	Inv. 4525-BSF Hedge
26/11/2024	JH Jones & Sons	V4203-BACS	2,502.00		417.00	4740	220	400.00	Inv.4650-Verti Drain pitch 1
						355	0	-400.00	Inv.4650-Verti Drain pitch 1
						6000	220	400.00	Inv.4650-Verti Drain pitch 1
						4740	220	400.00	Inv.4650-Verti Drain pitch 2
						355	0	-400.00	Inv.4650-Verti Drain pitch 2

Continued on Page 236



## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	220	400.00	Inv.4650-Verti Drain pitch 2
						4740	220	550.00	Inv.4650-Verti Drain pitch 3&4
						355	0	-550.00	Inv.4650-Verti Drain pitch 3&4
						6000	220	550.00	Inv.4650-Verti Drain pitch 3&4
						4740	220	294.00	Inv.4650-Verti Drain pitch 5&6
						355	0	-294.00	Inv.4650-Verti Drain pitch 5&6
						6000	220	294.00	Inv.4650-Verti Drain pitch 5&6
						4740	220	441.00	Inv.4650-Verti Drain pitch 7,8,9
						355	0	-441.00	Inv.4650-Verti Drain pitch 7,8,9
						6000	220	441.00	Inv.4650-Verti Drain pitch 7,8,9
26/11/2024	Trade UK (Screwfix)	V4204-BACS	39.99			4490	142	39.99	Inv.608-Caretaker work boots
26/11/2024	Trade UK (Screwfix)	V2405-BACS	48.60		8.10	4490	142	40.50	Inv.018-Caretaker items
26/11/2024	Trade UK (Screwfix)	V2406-BACS	24.48		4.08	4576	142	20.40	Inv.989-Items fountain repair
26/11/2024	TDP Ltd	V4207-BACS	490.45		81.74	4590	142	408.71	Inv.265-Bench Kestrel Court P/A
26/11/2024	TDP Ltd	V4208-BACS	506.86		84.47	4590	142	422.39	Inv.467-Memorial bench-SHF
26/11/2024	Woods Business Services	V4209-BACS	95.70		15.95	4150	120	79.75	Inv.283-A4 Copier paper x5
26/11/2024	JH Jones & Sons	V4210-BACS	694.80		115.80	4540	142	579.00	Inv.4665-SID Deploy 11/10-8/11
26/11/2024	Jens Cleaning	V4211-BACS	450.00			4381	220	450.00	Inv.1094-Cleaning Sept&Oct
26/11/2024	Miriam Zaccarelli	V4212-BACS	1,465.00			4680	170	1,465.00	Inv.2405-Additional NHP Resour
26/11/2024	Radcliffe Fire Protection Ltd	V4213-BACS	133.92		22.32	4212	220	111.60	Inv.085-Pavilion PAT Testing
26/11/2024	PCC Melksham Team Ministry	V4214-BACS	5,000.00			4630	170	5,000.00	Contribution 11 Canon Square
26/11/2024	Wiltshire Pension Fund	V4215-BACS	2,223.35			4045	130	1,677.16	Period 8- November 2024
						4000	130	356.38	Period 8- November 2024
						4010	130	189.81	Period 8- November 2024
26/11/2024	Wiltshire Pension Fund	V4216-BACS	169.46			4045	130	130.91	Period 8- November 2024
						4020	130	38.55	Period 8- November 2024
26/11/2024	HM Revenue & Customs	V4217-BACS	3,298.73			4041	130	1,112.65	Period 8- November 2024
						4000	130	767.20	Period 8- November 2024-T
						4000	130	272.32	Period 8- November 2024-NI
						4010	130	406.80	Period 8- November 2024-T
						4010	130	177.96	Period 8- November 2024-NI
						4010	130	89.00	Period 8- November 2024
						4460	142	266.60	Period 8- November 2024
						4800	320	17.00	Period 8- November 2024
						4070	120	30.40	Period 8- November 2024

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## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	125.00	Period 8- November 2024-T
						4020	130	33.80	Period 8- November 2024-NI
28/11/2024	John Glover	V4222-BACS	45.60			4070	120	45.60	November Chairs Allowance
28/11/2024	CCLA	V4225-TRAN	67,000.00			240		67,000.00	Transfer FROM Unity to CCLA
28/11/2024	Teresa Strange	V4218-BACS	██████		0.88	4000	130	██████	November 2024 Salary
						4155	120	59.55	Biscuits for meetings
						4190	120	4.42	November out of hours mob
28/11/2024	Marianne Rossi	V4219-BACS	██████		2.28	4010	130	██████	November 2024 Salary
						4370	120	6.58	Dishwasher Salt
						4370	120	4.79	Dishwasher Cleaner
						4120	120	3.30	Asset Agenda pack postage
28/11/2024	Terry Cole	V4220-BACS	██████			4370	120	7.50	Bin bags for office
						4480	142	██████	November 2024 Salary
						4050	142	47.50	November Travel Allowance
						4051	142	45.45	Mileage x101
28/11/2024	David Cole	V4221-BACS	██████			4800	320	██████	November 2024 Salary
28/11/2024	Lorraine McRandle	V4223-BACS	██████			4020	130	██████	Back Pay- NJC Increase
30/11/2024	Unity Trust Bank	V4247-SERV	10.80			4140	120	10.80	Service Charge
<b>Total Payments for Month</b>			97,780.83	0.00	1,682.72			96,098.11	
<b>Balance Carried Fwd</b>			33,070.68						
<b>Cashbook Totals</b>			130,851.51	0.00	1,682.72			129,168.79	

Total Salaries  
December 24

£7,808.92

**Receipts for Month 8**

**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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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 8

Payments for Month 8

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 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	

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Cashbook 4

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Instant Access Unity 20476339

For Month No: 8

**Receipts for Month 8**

**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 :	21,677.95					21,677.95	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>21,677.95</u>	<u>0.00</u>	<u>0.00</u>			<u>21,677.95</u>	

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Cashbook 4

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Instant Access Unity 20476339

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		21,677.95						
	Cashbook Totals		<u>21,677.95</u>	0.00	0.00			<u>21,677.95</u>	

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Cashbook 5

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CCLA

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	522,000.00					522,000.00	
	Banked:26/11/2024	67,000.00						
V4225-TRAN	Unity Bank	67,000.00			220		67,000.00	Transfer FROM Unity to CCLA
	<b>Total Receipts for Month</b>	67,000.00	0.00	0.00			67,000.00	
	<b>Cashbook Totals</b>	<u>589,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>589,000.00</u>	

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Cashbook 5

User: MR

CCLA

For Month No: 8

Payments for Month 8

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>		589,000.00						
	<b>Cashbook Totals</b>		<u>589,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>589,000.00</u>	