

**MINUTES of the Annual Council Meeting of Melksham Without Parish
Council held on Monday 12th May 2025 at**

**Melksham Without Parish Council Offices (First Floor), Melksham
Community Campus, Market Place, SN12 6ES at 7:00pm**

Present: David Pafford (Vice Chair of Council), Alan Baines, Mark Blackham (following co-option), John Doel, Martin Franks. Chris Griffiths (following co-option), Mark Harris, Martin Haffenden (following co-option), Tony Hemmings (following co-option), Peter Richardson, Anne Sullivan and Richard Wood.

Officers: Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

In attendance: 5 members of the public and Wiltshire Councillor Nick Holder who left the meeting at 8.03pm.

On Zoom: 1 member of the public and Councillor Glover - it was noted that this councillor was unable to vote at the meeting as he is not classed as being present under current legislation.

001/25 Welcome & Housekeeping:

As outgoing Vice-Chair of Council and in the absence of Councillor Glover, Councillor Pafford welcomed everyone to the meeting and reminded attendees that the Zoom chat feature was on and comments are visible to everyone. He also noted the evacuation procedures in the event of a fire and that the meeting was being recorded and would be published on YouTube but deleted once the minutes were approved.

002/25 Appointment of Chair

Councillor Glover was nominated as Chair.

There were no further nominations.

Resolved: Councillor Glover was elected Chair of the Council for the ensuing year.

003/25 To receive the Chair's Declaration of Acceptance of Office

As the Chair was not present it was noted that this would be signed on his return.

004/25 Appointment of Vice Chair

Councillor Pafford was nominated as Vice-Chair.

There were no further nominations.

Resolved: Councillor Pafford elected Vice Chair of the Council for the ensuing year.

005/25 Announcements

- a) It was **noted** that there was no parish election on 1st May 2025 as all the seats were uncontested.
- b) The outcome of the Wiltshire Council Unitary Elections and the election of the following councillors for the Melksham Community Area was **noted**
 - Wiltshire Councillor Nick Holder, Bowerhill

- Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
- Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural

It was also noted that both Wiltshire Councillor Phil Alford and Wiltshire Councillor Andrew Griffin are also Melksham Town Councillors and therefore were both absent due to attending the Annual Council Meeting of Melksham Town Council.

Councillor Pafford explained that Wiltshire Council and the Area Boards are all meeting on the morning of 20th May to appoint to committees, cabinet positions etc.

c) The new Parish Officer, Fiona Dey was welcomed by the Councillors

006/25 To receive Apologies and approval of reasons given

Apologies were received from Councillor Glover who was on holiday.

Resolved: To approve and accept the reason for absence

007/25 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 (17b, 18b, 18d, 18e, 20c) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

17(b) Confidential Notes to accompany the Full Council minutes of 14th April 2025

18(b) Confidential Notes to accompany the Planning Committee minutes of 28th April 2025

The Clerk advised that items 17(b) and 18(b) only need to go to closed session if the notes are to be discussed. A vote to approve the notes can take place in the public domain

18(d) Discussion on S106 request for Land north of the A3102 (New Road Farm) – start of legal negotiations

18(e) To receive an update on the current timetable for the Neighbourhood Plan Review

The Clerk advised that the Examiner's Report is still confidential, but the timeline is in the public domain. It only needs to go to closed session if there are any questions on the content of the report.

20(c) To receive feedback from 3G pitch meeting with stakeholders – start of legal/financial negotiations.

Resolved: For items 18(d) and 20(c) to be held in closed session for the reasons given, and for agenda items 17(b), 18(b) and 18(e) to be held in closed sessions if Members wished to discuss the notes or report.

008/25 Declarations of Interest

- It was noted that there is a requirement under the Code of Conduct for Register of Interests to be displayed online (Melksham Without Parish Council & Wiltshire Council website). It needs to be completed within 28 days of taking office and needs to cover any cohabitants.
- This item to consider dispensations for the term of the new Council (2025-2029) was deferred until after the new Councillors had been co-opted.

c) Declarations of interest

Councillor Harris declared that he was Chair of Bowerhill Village Hall Trust and Membership Secretary for the Melksham Transport User Group, relating to the appointment of Organisation representatives. It was agreed that these were both non-pecuniary.

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

None were received.

009/25 Public Participation & Invited Guests

Standing Orders were suspended to allow Public Participation

a) Wiltshire Councillor Nick Holder, Bowerhill

Wiltshire Councillor Holder provided updates on two topics:

i. Pathfinder Place

Final works are due to be completed by Taylor Wimpey. Taylor Wimpey met with Remus, the management company, and the landscapers on 15th April 2025 to finalise the remaining work required to complete the handover to them. Taylor Wimpey will complete the work then get in contact with the planning officer from Wiltshire Council who will check the remedial work has been completed as per the Landscape and Ecological Management Plan (LEMP). Once Wiltshire Council is satisfied, Taylor Wimpey will hand it over to Remus, who will then complete a statement of condition.

The remedial work to be completed is as follows:

- There are some areas of planting still to be formed, trees to be planted and dead trees to be replaced. Remus have employed a Horticultural Specialist from the 1st of May and due to the size and number of species they want him to complete a full assessment to ensure everything is completed as per the LEMP. They are awaiting the report from the Horticultural Specialist.
- The hoggin path is currently being remediated and finished, alongside these works there are works required to headwalls and drainage. All of these works to be finished by the end of May 2025.
- The Heras fencing to be removed and also the remaining signage posts. This will also be completed by the end of May 2025

Expecting the handover and opening of the Public Open Space (POS) in June.

The Clerk questioned whether the POS on the other side of the road had already been handed over to Remus and commented that there appeared to be a lot of dead trees.

Wiltshire Councilor Holder confirmed that the POS had already been handed over to Remus, but that his understanding was that the trees and planting on both sides of the road were being reviewed by the Horticultural Specialist.

ii. Highways

The date for advertising all of the Melksham waiting restrictions from the LHFIG (Local Highways & Footpath Improvement Group) process, including those in Bowerhill, is 16th May 2025. The consultation period ends on 9th June 2025.

b) Members of the public standing for Co-option to the Council

The candidates for co-option were given the opportunity to speak to the Council, in alphabetical order, expressing why they were interested in the role and why they had not stood in the recent elections. After each candidate spoke, questions were asked by the Councillors:

i. Mark Blackham

Mark stated that he had been a resident of Bowerhill for more than 22 years and wider Melksham for a further 10 years. He is really passionate about where he lives. As a Bowerhill Residents Action Group (BRAG) committee member he has been active in addressing village issues and promoting improvements for the village and parish. He works as a senior project manager and believes that this experience equips him with many transferrable skills which he can bring to a role on the council. If elected, he would be a dedicated servant to the community, ensuring that it remains a great place to live and work.

He added that he wasn't fully aware of the dates for the process of standing for election.

Councillor Richardson asked what he felt were the key challenges and opportunities for the Parish.

Mark responded that he felt the key challenges were antisocial behaviour, speeding and traffic. He also mentioned that the proposed Gompels warehouse was quite a large issue at the moment.

Councillor Harris highlighted that Gompels was a contentious issue in the parish. How would he reconcile personal views with being a Councillor who may need to make an unpopular decision.

Mark responded the council is a democratic process where everyone can put their thoughts across but then there would be a vote. Understood that his view may not always be the same as voted by the majority of the council.

Councillor Baines stated that the candidates should be aware that they represent the whole of the parish and not just their individual wards, and as such may have to deal with any of the contentious issues in the parish.

Mark confirmed that this was understood.

ii. Chris Griffiths

Chris stated that he had lived in Melksham for about 1 year and was keen to get involved, and wants to ensure the area where he lives, Sandridge Common, was represented on the Council (although takes the point that he would be representing the whole parish). Previously a Councillor at Midsomer Norton and at Martock. He is also a Director for Remus on his estate. He is keen to make a difference.

He added that as he was working away from home combined with some family issues he didn't stand for election, but now that he is about to change role he has come forward for co-option.

The questions asked to the previous candidate by Councillor Richardson, Councillor Harris and Councillor Baines were repeated.

Chris stated he feels that speeding is the biggest challenge - it's a big frustration particularly where he lives. He also added that he loves making unpopular

decisions, and he confirmed that he understood that he would be representing the whole of the parish.

iii. Martin Haffenden

Martin stated that he had lived in Melksham for over 30 years, mostly in Berryfield. He is semi-retired but has worked in Melksham since 1992 and was working with Cooper Tires until its closure in 2023, in technical and managerial roles. He has always been interested in the community and Melksham as a whole, but work commitments limited his ability to serve in a significant capacity. With the end of his full-time employment, he is now able get more involved which is why he has put his name forward. As an engaged resident he has followed the work of the council and has attended both Planning and Highways committee meetings, speaking on issues close to his heart. He feels that the skills garnered from working and living in Melksham would be of benefit.

He also stated that it was only within the last 2-3 weeks that he had realised that he was serious about joining the council and therefore had missed the election timings

In response to the questions previously asked by the Councillors, he highlighted unplanned development and providing safe cycling and walking routes, particularly for children getting to school, as the biggest challenges for the Parish. He added that from his work life he has experience of making unpopular decisions.

iv. Tony Hemmings

Tony stated that was born locally and has lived and worked in Wiltshire all his life. He has a history of volunteering – as volunteer in sports clubs (cricket and rugby) and as a cricket umpire. He served on the national board of ECB for cricket officials. He came fairly recently to the Council to discuss some issues in Beanacre, where he lives, and was made aware, by the Clerk, of the opportunity to get more involved by becoming a Councillor. He feels that he can bring his experience as a businessman and from being on committees to the Council.

In response to the questions previously asked by the Councillors, he stated that he doesn't have any specific issues but has opinions and will state them if he sees issues. With regards to making unpopular decisions, he reiterated that he had been a cricket umpire.

Councillor Wood commented that the Parish is made up of five villages and two/three hamlets, and that the Council are proud of their service to those communities. He stated that although the Parish surrounds the area of Melksham Town Council, the Council sees no benefit of amalgamating the two councils. He asked the candidates whether they felt that the independence of Melksham Without Parish Council rang true to them. All four candidates nodded in agreement.

The meeting reconvened.

010/25 Co-option of new Members for Bowerhill Ward and Beanacre, Shaw, Whitley and Blackmore Ward Vacancy

- a) It was noted that the process would be in two stages: first election of the candidates, and then appointment to the wards.
- b) Members were asked to vote by a show of hands, with the votes as follows:

Mark Blackham: 7 votes
Chris Griffiths: 8 votes
Martin Haffenden: 8 votes
Tony Hemmings: 8 votes

Following discussion, and with agreement of the candidates, it was agreed that the two candidates living in the north of the Parish would represent the Beanacre, Shaw, Whitley and Blackmore Ward, and the two candidates living in the south of the Parish will represent the Bowerhill Ward.

Resolved: Mark Blackham and Martin Haffenden are co-opted to represent the Bowerhill Ward.

Resolved: Chris Griffiths and Tony Hemmings are co-opted to represent the Beanacre, Shaw, Whitley and Blackmore Ward.

- c) **Noted:** New Councillors Blackham, Haffenden, Griffiths and Hemmings signed their declaration of office forms, which were countersigned by the Clerk.

A member of the public left the meeting at 7.35pm.

- d) No declarations of interest were received from the co-opted Councillors

Dispensations for the term of the Council were discussed following co-option of the new Councillors.

Resolved: The Clerk to submit to a dispensation request, to Wiltshire Council, on behalf of those Councillors who live in the parish to allow them to allow them to vote on the Precept. Without the dispensation, there would not be enough members to vote on the Precept and they were not fairly or unfairly advantaged than all the other parish residents.

011/25 Standing Orders & Council Policies

a) Standing Orders

A new Model version of Standing Orders has been issued by NALC (Version: March 2025). A version of this, incorporating amendments previously made by the Council was circulated prior to the meeting. No updates were proposed to the version of the Standing Orders presented.

Resolved: The Standing Orders to be adopted as presented and will be adjourned for a decision until the next full council meeting.

b) Complaints Procedure

Resolved: To adopt the complaints procedure as presented, with no changes since the last review.

c) Code of Conduct

A new version of the Code of Conduct used by Wiltshire Council, was circulated prior to the meeting. This was based on the model produced by the LGA (Local Government Association), NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks).

Resolved: To adopt the Code of Conduct from Wiltshire Council with the Parish Council Officer/Member protocol embedded.

d) General Power of Competence

The eligibility criteria are to have a qualified Clerk, and two thirds of the council elected. With a qualified clerk and 9 of 13 elected councillors the criteria have been met.

Resolved: The eligibility criteria for the General Power of Competence have been met.

e) Civility and Respect Pledge

The Clerk explained that there are two items to consider.

- i) A National Civility and Respect Pledge developed in collaboration with SLCC, NALC, and County Associations, that the Council can sign up to.

Resolved 1: To sign the Council up to the Civility and Respect Pledge

Resolved 2: To arrange Civility and Respect training for Councillors and Staff

- ii) Wiltshire Council's "**Positive Conduct equals Positive Democracy**" Charter that individual councillors and clerks can sign up to. If agreed by the members, the clerk offered to sign all the members up to the charter.

Resolved: to sign up each individual councillor and the clerk to the "Positive Conduct equals Positive Democracy" Charter.

f) Roles & Responsibilities of a Councillor

Noted

g) Councillor Contact Details

The Clerk explained where Councillor contact details are currently published, and queried where full details (home address and phone numbers) are to be published.

Resolved: Current arrangements for publishing Councillor contact details to continue.

Parish Council website:

Name, Photo and Email address on the website, with a note to contact the officer for further details

Melksham News quarterly newsletter:

Name, Photo and Email address

List of councillors for publication on Parish Council noticeboards

Name, Email address, Home address, Phone Number

Diary Card and Annual Parish meeting booklet:

Name, Email address, Home address, Phone Number

Wiltshire Councillor Nick Holder left at 8.03pm

012/25 Committee Structure and Terms of Reference

Councillors reviewed the version of the Committee Structure and Terms of Reference circulated prior to the meeting, that had been annotated by the Clerk.

Councillors discussed whether the Chair and Vice-Chair of the Council need to be members of every committee. Councillor Glover (Chair) and Councillor Pafford (Vice-chair) were happy to continue with the current arrangement as it provides continuity and visibility across Council activities.

It was agreed to change the name of the 'Staffing and Resources Committee' to the 'Staffing Committee'.

It was agreed to change the name of the 'Highways and Streetscene Committee' to the 'Highways, Footpaths and Streetscene Committee'

The Clerk suggested that an addition was made to Highways and Streetscene terms of reference to include dispensation to allow submission of LHFIG (Local Highways and Footpaths Improvement Group) requests if the LHFIG agenda timeframe does not provide sufficient time for prior approval of the requests to be approved at Full Council. The requests would be considered at the next Full Council meeting and could be withdrawn if not supported. It was noted that the commitment to the funding of requests did not follow from the initial requests.

Resolved: To adopt the Committee Structure and Terms of Reference

013/25 Appointment of Committees & Working Parties for 2025/26

Resolved: The following committees were appointed for 2025/26, with the Chair and Vice Chair Ex-Officio of all committees:

a) <u>Asset Management Committee</u>			
Alan Baines	Martin Franks	Martin Haffenden	Tony Hemmings
John Glover	David Pafford	Anne Sullivan	
b) <u>Finance Committee</u>			
Alan Baines	Mark Blackham	John Doel	Chris Griffiths
John Glover	David Pafford	Richard Wood	
c) <u>Highways, Footpaths and Streetscene Committee</u>			
Alan Baines	Chris Griffiths	Martin Haffenden	Mark Harris
John Glover	David Pafford	Anne Sullivan	
d) <u>Planning Committee</u>			
Alan Baines	Martin Franks	Mark Harris	Peter Richardson
John Glover	David Pafford	Richard Wood	
e) <u>Staffing Committee</u>			
Alan Baines	Mark Blackham	Chris Griffiths	Tony Hemmings
John Glover	David Pafford	Anne Sullivan	

f) Working Parties

Resolved: The following working parties were appointed for 2025/26:

<u>Community Resilience Working Party</u>			
To be revisited			
<u>Shurnhold Fields (Joint Working Party with Melksham Town Council)</u>			
John Glover	David Pafford	Mark Harris	
<u>I.T. & Data Protection Working Party</u>			
Mark Harris	Tony Hemmings	Anne Sullivan	(Clive Merritt IT Contractor)
<u>CIL Sharing (Joint working party with Melksham Town Council)</u>			
John Glover	David Pafford	Alan Baines	
<u>Cemetery (Melksham Town Council working party)</u>			
John Glover			
<u>Road Safety Working Party</u>			
Martin Haffenden	Mark Harris	Chris Griffiths	Peter Richardson
Anne Sullivan			
<u>Health & Safety Representative</u>			
Martin Franks			

014/25 Appointment of Organisation Representatives 2025/26

Resolved: To appoint the following Council representatives to the following organisations for 2025/26.

Age UK – Melksham Community Support	John Doel	
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood	Martin Haffenden
Berryfield Village Hall	Martin Franks	Richard Wood
Bowerhill Residents Action Group (BRAG)	Mark Blackham	Anne Sullivan
Bowerhill Village Hall Trust	Mark Harris	David Pafford
CCTV Working Group (Town Council)	Mark Harris	
Community Action Whitley & Shaw (CAWS) & Flood Wardens	Peter Richardson	Tony Hemmings
CPRE (Wiltshire Branch)	Martin Franks	
Health & Wellbeing Group (Melksham Area Board)	Anne Sullivan	
Local Highways & Footway Improvement Group	Alan Baines	
Melksham Area Board	John Glover	David Pafford

Melksham ATC	Martin Franks	
Melksham Charities/Almshouses	John Doel	VACANCY
Melksham Hospital & Community (Friends of)	Anne Sullivan	
Melksham Joint Neighbourhood Plan Steering Group	John Glover	David Pafford
Melksham Transport User Group	Mark Harris	John Glover
Operational Flooding Working Group	Alan Baines	
	(Peter Richardson – sub)	
Parish Highways & Street Scene Rep	Parish Officer	
Police Liaison	Officers	
Police Parish Forum	Mark Harris	
Press Representative	Clerk – Teresa Strange	
Shaw Hall Management Committee	Martin Franks	
Shurnhold Fields (Friends of)	(from Shurnhold Fields Working Group Reps)	
Whitley Reading Rooms	John Doel	
Wilts & Berks Canal Trust	Mark Harris	
Wiltshire, Swindon & Oxfordshire Canal Partnership	Mark Harris	
WALC (Wiltshire Association of Local Councils)	VACANCY	

Footpath Representatives:

Beanacre	John Doel	
Berryfield	Martin Haffenden	
Bowerhill, Redstocks and The Spa	John Doel	John Glover
Sandridge & Blackmore	Chris Griffiths	
Shaw & Whitley	Peter Richardson	

015/25 Councillor training Needs

The Clerk advised that she will arrange an induction session for the new councillors but there is also training available from WALC (Wiltshire Association of Local Councils) (list circulated prior to the meeting). Councillors, particularly those newly co-opted were requested to review the available training and complete the training needs form.

016/25 Parish Council Objectives

a) Members noted the Melksham Community Area Joint Needs Assessment (2020) and census data for the parish.

b) Review of Objectives and Priorities for 2024/25 and 2021-2025

For Members' information, the Clerk had provided notes against the various objectives for 2024/25 and priorities for the previous council term 2021-25. She included suggestions for additional objectives for 2024/25 and priorities for the term of the council 2025-29:

c) To set Objectives and Priorities for 2025/26 and 2025 to 2029

Members discussed and agreed each of the following objectives and priorities for the year 2025/26. Councillor Sullivan suggested an additional objective that the Council strive to take a holistic approach and join up their thinking between the different groups and committees.

- To progress the review of the joint Melksham Neighbourhood Plan through Examination and Referendum*
- To implement, monitor and use the policies in the current and reviewed Melksham Neighbourhood Plan*
- To progress the installation of a drinking water refill point at Shaw Sports Field
- To review the Emergency Plan*
- To progress the Shurnhold Fields car park and improved entrance project*
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- To agree a new lease for Shaw Village Hall with the Management Trust
- To ensure the best outcome for the parish from any major National Infrastructure projects
- To build funds for a new East of Melksham Community Centre
- To review and update the parish council website (both content and to meet new accessibility criteria)
- To progress project for a footbridge over the brook to connect Buckley Gardens development to Bowood View development (off Semington Road, Berryfield)
- To support village halls and community groups with any impact of new legislation e.g.: change in Waste rules, Martyn's Law

* Working with Melksham Town Council

Resolved 1: To adopt the objectives and priorities set-out above for 2025/26

Resolved 2: An additional objective to be developed that the Council strive to take a holistic approach and join up their thinking between the different groups and committees.

d) Members discussed and agreed each of the following objectives and priorities for their four year term of office 2025 to 2029

- To assess and make best use of evolving technology such as AI and Microsoft tools
- To work towards obtaining the Local Council Quality Gold Award
- To continue to provide enhanced access to council meetings via remote technology to improve community engagement.
- To achieve the best outcome for the parish, for the proposed A350 Bypass.
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town*
- To obtain higher speed internet access in the parish
- To improve drainage at Bowerhill Sports Field

- To continue the Melksham Community Support project with Age UK* and look to develop a similar project for younger age groups
- To campaign and progress an improved Melksham health facility/hospital
- To progress an East of Melksham Community Centre*
- To progress Road Safety improvements
- To achieve the best outcome for the community from current and future planning applications for major development in the parish
- To facilitate 3G pitch/es as per the identified need for two pitches in the Melksham community area
- To progress the Bowerhill Sports Field enhancement project with teen shelter/gym equipment

* Working with Melksham Town Council

Resolved: To adopt the objectives and priorities set-out above 2025 – 2029

017/25 Meetings

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

Resolved: To approve the revised list of meeting dates for 2025/26 as presented

- b) To approve venue for Annual Parish Meeting 2025

Resolved: To hold the Annual Parish Meeting at Bowerhill Village Hall in 2026.

018/25 Full Council

- a) **Resolved:** The Minutes of the Full Council Meeting held on Monday 14th April 2025, were formally approved by the council and for the Chair to sign them as a correct record.
- b) **Resolved:** The Confidential Notes to accompany the minutes of the Full Council Meeting held on Monday 14th April 2025, were formally approved by the council and for the Chair to sign them as a correct record.

019/25 Planning

- a) **Resolved:** The Minutes of the Planning Committee Meeting held on Monday 28th April 2025 with the amendments discussed, were formally approved by the council and for the Chair to sign them as a correct record.
- b) No confidential notes
- c) No recommendations to approve
- d) PL/2024/10345 Land north of the A3102, Melksham (new Road Farm).

Members discussed how a figure for an S106 request relating to a new community facility (arising from MIN542/24c) could be established. The Clerk advised that although a contribution had been agreed for the Blackmore Farm development for a single storey 400m² facility this shouldn't be used as a precedent as there were other factors involved in that negotiation. The figure for the Blackmore Farm development had been provided by Wiltshire Council using a standard methodology from BCIS (Building Cost Information Service) for a 400m²

building. Members discussed and agreed that a larger facility (400m² with 2 storeys) would be preferred. The Clerk was asked to get costs for a larger facility from Wiltshire Council. Councillor Hemmings offered to help develop the proposal.

Resolved: The Clerk to develop cost estimates for a two-storey community facility to inform negotiations with the Developer.

e) Joint Melksham Neighbourhood Plan

The timetable for the Plan was explained by the Clerk – following examination of the plan, we are waiting for Wiltshire Council to confirm what changes have to be made (expected by 6th June) before proceeding to Referendum. She also advised that the Examiner's report is still not in the public domain.

Resolved: The quote for accessibility work on the final version of the Plan of £300+VAT by McLennan Design is approved. It is noted that the parish council share is 30%, with 70% to be invoiced to Melksham Town Council in due course.

f) Bowood Residents Management Company

Progress has been made on the issue brought to the Planning Committee by a representative from Bowood Residents Management Company without the involvement of the Parish Council. Further discussion on the topic was deferred.

020/25 Finance

- a) **Resolved:** To note the Income/Expenditure reports for April 2025.
- b) **Resolved:** Councillors Doel and Pafford to be signatories for the May payments
- c) **Resolved:** To transfer £147,000 from the Lloyds Current Account to the Unity Trust Bank Current account.
Resolved: To transfer £118,000 from the Unity Trust Bank Current account to the CCLA account.
- d) It was noted the council's insurance quote for the year is 1 June 2025 to 31 May 2026 was close to "£5,000 or over", which had to be approved by Full Council under Financial Regulations and therefore, delegated powers were sought for the Finance Committee on 19th May to approve the council's insurance cover once it had been reviewed.

Resolved: To give delegated powers to the Finance Committee on 19th May to review and approve the parish council's insurance cover and authorise payment before the 1 June deadline.

- e) **Resolved 1:** To add Councillors Blackham and Griffiths (as new Members of the Finance Committee) to the Bank Mandate for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account.

Resolved 2: to remove Shona Holt and Robert Shea-Simmonds (as former councillors) from the Bank Mandate for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account.

Resolved 3: To confirm that for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account the authorising signatories are the 7no. Finance

Committee members; Councillors John Glover, David Pafford, Richard Wood, Alan Baines, John Doel, Mark Blackham and Chris Griffiths.

021/25 Asset Management

- a) The Clerk and Finance & Amenities Officer visited the Pathfinder Place (Davey) play area on 5th May. There are still some minor issues to be resolved. A report will be sent to Taylor Wimpey.

Noted

- b) It was agreed that a Bus Shelter is required on the A350 at Beanacre to replace the one demolished in a road traffic accident. The type of shelter required was discussed and the Clerk was asked to arrange quotes for two options: a like-for-like block-built replacement and for a similar shelter to that recently installed on Semington Road in Berryfield.

Resolved: The Clerk to obtain quotes for the two bus shelter options discussed

- c) Feedback from 3G pitch meeting with stakeholders

The Clerk advised that the Wiltshire Council Playing Pitch Strategy (published December 2024) includes evidence of the need for two 3G pitches in the Melksham Community Area. The Football Foundation will cover 75% of the about £1 million cost if the remaining 25% can be found elsewhere, for example in s106 agreements. It was advised that annual income could be £70-90k per year which includes income from a café. The costs would be about £60k per year made up of maintenance costs and contribution to a sinking fund for replacement after the 10 year life span. Melksham Town Football Club are not currently interested in pursuing a 3G pitch.

The Clerk and Finance & Amenities Officer recently met with the Wiltshire Council Leisure Officer, the Wiltshire Football Association and the Football Foundation at Bowerhill Sports Field. They are really interested in locating a 3G pitch at the Sports Field and are interested in talking further with the Council. The only concern is that the carpark is too small. It has been estimated that the carpark could be expanded for about £10k with no impact on the space available for pitches.

Resolved: The Clerk to continue to research the business case for a 3G pitch on the Bowerhill Sports Field.

- d) Councillor Harris provided feedback on the Shurnhold Fields public meeting held 12th May at 6pm, earlier that day. He reported that the residents who attended the meeting strongly oppose the proposals. They don't want the carpark, don't see the need for the bund and are worried about the storage of their mower.

Resolved: The feedback was noted.

- e) Phone Box Adoption

The Council have expressed an interest in adopting two phone boxes. One in Beanacre and one in Berryfield. However there has been little or no interest from the public in how these could be repurposed and used as community assets. It was noted that community support would be needed for their ongoing maintenance, as that there is no community group in Beanacre. The deadline for responding to BT is June. It was agreed that there were no objections to BT

removing their telephony equipment but that the discussion about future use could be postponed until the next Asset Meeting in July.

Resolved: Add Phone Box Adoption to the agenda of the next Asset Meeting (7th July 2025)

- f) **Resolved:** the purchase of a new laptop for councillor use (indicative cost £400) was approved

022/25 Highways and Road Safety

- a) **Resolved:** The notes from the Road Safety Working Group held on Tuesday 22nd April 2025, were formally approved by the council and for the Chair to sign them as a correct record
- b) **Resolved:** The recommendations from the Road Safety Working Group held on Tuesday 22nd April 2025 were agreed.
- c) **Noted** – Wiltshire Council Local Transport Plan 2025-2038 (LTP4)

023/25 Community projects/partnership organisations

- a) Age UK
 - i) **Noted** – Melksham Town Council (MTC) have signed their agreement with Age UK for the joint Melksham Community Support project for 2025/26.
 - ii) **Noted** – 2024/25 quarterly report and case studies from Age UK.
- b) **Resolved:** The Clerk to look into facilitating cyber crime training for rural businesses by the specialist Wiltshire Police team.

Meeting closed at 10.03 pm

Chairman, 16th June 2025

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 238

Time: 12:52

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		88,134.47					88,134.47	
V4474-BACS	Banked:02/04/2025	600.00						
V4474-BACS	Future of Football FC	600.00			1210	210	600.00	Inv.491- March weekend booking
V4475-BACS	Banked:07/04/2025	357.50						
V4475-BACS	Future of Football FC	357.50			1210	210	357.50	Inv.496-Bookings Mar & April
V4476-BACS	Banked:07/04/2025	69.00						
V4476-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.495- Pitch hire 6th April
V4477-BACS	Banked:08/04/2025	575.00						
V4477-BACS	Future of Football	575.00			1210	210	575.00	Inv.497-Evening training April
V4478-BACS	Banked:11/04/2025	69.00						
V4478-BACS	Pilot FC	69.00			1210	210	69.00	Inv.494- Pitch hire 5th April
V4479-BACS	Banked:14/04/2025	69.00						
V4479-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.495- Pitch hire 13th April
V4480-BACS	Banked:15/04/2025	40.00						
V4480-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 16b Berryfield
V4481-BACS	Banked:23/04/2025	142,567.50						
V4481-BACS	Wiltshire Council	142,567.50			1076	110	142,567.50	Parish precept 25/26 1 of 2
V4482-VAT	Banked:29/04/2025	3,690.62						
V4482-VAT	HM Revenue & Customs	3,690.62			105		3,690.62	VAT Refund-QTR4-1/1/25-31/3/25
Total Receipts for Month		148,037.62	0.00	0.00			148,037.62	
Cashbook Totals		236,172.09	0.00	0.00			236,172.09	

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 239

Time: 12:52

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Unity Bank	V4467-6236	68,000.00				220	68,000.00	CHQ transfer Lloyds-Unity
14/04/2025	Unity Bank	V4468-6237	16,000.00				220	16,000.00	Transfer from Lloyds to Unity
15/04/2025	Onebill (Daisy)	V4481-DD	63.85		10.64	4190	120	53.21	Inv.272-Office line & wifi
15/04/2025	Onebill (Daisy)	V4482-DD	72.11		12.02	4384	220	60.09	Inv.273-Pavilion line & wifi
29/04/2025	Lamplight	V4483-BACS	57.00		9.50	4686	170	47.50	Inv.919-MCS Database
29/04/2025	Lloyds Bank	V4484-DD	31.50				4140	31.50	Service Charge 454485898
Total Payments for Month			84,224.46	0.00	32.16			84,192.30	
Balance Carried Fwd			151,947.63						
Cashbook Totals			236,172.09	0.00	32.16			236,139.93	

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 251

Time: 12:52

Cashbook 2

User: MR

Unity Bank

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		8,517.50					8,517.50	
Banked: 01/04/2025		68,000.00						
V4467-6236	Current Account & Instant Acc	68,000.00			200		68,000.00	CHQ transfer Lloyds- Unity
V4473-INTE Banked: 02/04/2025		1,994.98						
V4473-INTE	CCLA Investment Management	1,994.98			1080	110	1,994.98	Interest
Banked: 14/04/2025		16,000.00						
V4468-6237	Current Account & Instant Acc	16,000.00			200		16,000.00	Transfer from Lloyds to Unity
Total Receipts for Month		85,994.98	0.00	0.00			85,994.98	
Cashbook Totals		94,512.48	0.00	0.00			94,512.48	

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 252

Time: 12:52

Cashbook 2

User: MR

Unity Bank

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Grist Environmental	V4471-DD	79.20		13.20	4770	220	66.00	Inv.090-B'hill waste away
15/04/2025	JH Jones & Sons	V4467-BACS	4,830.00		805.00	4385	142	4,025.00	Inv.4934- Safety surfacing cle
15/04/2025	Shaw Village Hall	V4468-BACS	9,250.00			4620	170	9,250.00	Grant 2025/26
16/04/2025	Lloyds Bank Corp Card	V4470-DD	257.73		41.90	4510	142	15.63	Crash map credits-Road Safety
						4120	120	3.30	Postage for notices and poster
						4175	120	24.97	Adobe PDF Subscription
						4175	120	76.65	Clirs office 365 subscription
						4190	120	36.90	Office phone
						4175	120	30.90	Officer office 365 subscription
						4175	120	5.50	Website hosting
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	MCS Phoneline
						4140	120	3.00	Monthly fee
17/04/2025	EDF Energy	V4472-DD	128.97		6.14	4302	220	122.83	Inv.06- Pavilion Electricity
25/04/2025	K Dyckes (Staverton Rangers)	V4448-BACS	50.00			550		50.00	Return of refundable deposit
25/04/2025	CPRE	V4449-BACS	36.00			4650	170	36.00	Annual subscription 25/20
25/04/2025	St Barnabas Church	V4450-BACS	23.93			4420	142	23.93	Beanacre P/A rent 24/25
25/04/2025	Agilico	V4451-BACS	65.88		10.98	4130	120	54.90	Inv.685- Office photocopying
25/04/2025	Community First	V4452-BACS	50.00		8.33	4650	170	41.67	Inv.6210-Wiltshire Village Hal
25/04/2025	Jens Cleaning	V4453-BACS	393.00			4381	220	378.00	Inv.1087-Feb & March 25
						4381	220	15.00	Inv.1087-2nd April toilet clea
25/04/2025	JH Jones & Sons	V4454-BACS	2,376.56		396.09	4402	320	69.47	5002-Allotment grass cutting
						4400	142	477.98	5002-Play area grass cutting
						4780	142	187.84	5002-Play Area bin emptying
						4781	220	91.92	5002-JSF Bin emptying
						4401	220	856.84	5002-JSF Pitch Maintenance
						4409	142	188.65	5002-Hornchurch grass cutting
						4405	220	49.44	5002-JSF Hedge Maintenance
						4820	142	37.50	5002-Shurnhold Fields annual c
						4402	320	20.83	5002-BSF Hedge cut
25/04/2025	JH Jones & Sons	V4455-BACS	336.00		56.00	4740	220	280.00	Inv.5003- Pitch Power assessme
25/04/2025	Melksham Town Council	V4456-BACS	280.80			4820	142	280.80	In151-Caretaking SHF

Continued on Page 253

Date: 01/05/2025		Melksham without Parish Council Current Year						Page: 253	
Time: 12:52		Cashbook 2						User: MR	
		Unity Bank						For Month No: 1	
Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									1/1-31/3
25/04/2025	Melksham Town Council	V4457-BACS	5,000.00			4670	170	5,000.00	150-Market Place Toilets 24/25
25/04/2025	Rialtas Business Solutions Ltd	V4458-BACS	454.80		75.80	4185	120	379.00	Inv.124-Annual support & Maint
25/04/2025	WALC	V4459-BACS	1,469.22		244.87	4650	170	1,224.35	Inv.0594- WALC & NALC subscrip
25/04/2025	HM Revenue & Customs	V4460-BACS	2,263.95			4041	130	946.14	Period 1- April 2025
						4000	130	500.40	Period 1- April 2025-T
						4000	130	220.95	Period 1- April 2025-NI
						4010	130	259.20	Period 1- April 2025-T
						4010	130	115.26	Period 1- April 2025-NI
						4460	142	201.60	Period 1- April 2025-T
						4800	320	10.40	Period 1- April 2025-T
						4010	130	10.00	Period 1- April 2025
25/04/2025	Wiltshire Pension Fund	V4461-BACS	1,814.64			4045	130	1,372.46	Period 1- April 2025
						4000	130	259.07	Period 1- April 2025
						4010	130	144.35	Period 1- April 2025
						4020	130	38.76	Period 1- April 2025
25/04/2025	Teresa Strange	V4462-BACS			1.76	4000	130		April 2025 Salary
						4190	120	4.42	March out of hours mobile
						4190	120	4.42	April out of hours mobile
25/04/2025	Marianne Rossi	V4463-BACS				4010	130		April 2025 Salary
25/04/2025	CCLA	V4469-BACS	44,000.00			240		44,000.00	Transfer from Unity to CCLA Ac
28/04/2025	Fiona Dey	V4464-BACS				4020	130		April 2025 Salary
28/04/2025	Terry Cole	V4465-BACS				4460	142		April 2025 Salary
						4050	142	47.50	Travel Allowance- April 25
						4051	142	40.95	Mileage x91
28/04/2025	David Cole	V4466-BACS				4800	320		April 2025 Salary
30/04/2025	Unity Trust Bank	V4485-	9.60			4140	120	9.60	Service Charge
Total Payments for Month			79,489.67	0.00	1,660.07			77,829.60	
Balance Carried Fwd			15,022.81						
Cashbook Totals			94,512.48	0.00	1,660.07			92,852.41	

Date: 01/05/2025		Melksham without Parish Council Current Year					Page: 143	
Time: 15:32		Cashbook 3					User: MR	
		Fixed Term Deposit					For Month No: 1	
Receipts for Month 1		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 144

Time: 15:32

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

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

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 49

Time: 12:53

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	2,919.11					2,919.11	
	Banked:	0.00						
		0.00					0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	2,919.11	0.00	0.00			2,919.11	

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 50

Time: 12:53

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		2,919.11						
	Cashbook Totals		2,919.11	0.00	0.00			2,919.11	

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 25

Time: 12:53

Cashbook 5

User: MR

CCLA

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		522,000.00					522,000.00	
Banked: 25/04/2025		44,000.00						
V4469-BACS	Unity Bank	44,000.00			220		44,000.00	Transfer from Unity to CCLA Ac
Total Receipts for Month		44,000.00	0.00	0.00			44,000.00	
Cashbook Totals		566,000.00	0.00	0.00			566,000.00	

Date: 01/05/2025

Melksham without Parish Council Current Year

Page: 26

Time: 12:53

Cashbook 5

User: MR

CCLA

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			566,000.00						
Cashbook Totals			566,000.00	0.00	0.00			566,000.00	