

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 16th June 2025 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, Mark Blackham, John Doel, Martin Franks, Mark Harris, Martin Haffenden, Tony Hemmings, Anne Sullivan and Richard Wood.

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

In attendance: 1 member of the public, David Cooper (Executive Headteacher, Melksham Oak Community School), Wiltshire Councillors Phil Alford, Andrew Griffin and Nick Holder.

On Zoom: No attendees on zoom

084/25 Welcome & Housekeeping:

Councillor Glover welcomed everyone to the meeting. As there were no new members of the public present, the housekeeping messages were not read out (David Cooper had been provided with the housekeeping procedures to read immediately prior to the meeting). Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting but deleted once the minutes were approved.

085/25 To receive Apologies and approval of reasons given

Apologies were received from Chris Griffiths who was working away from home and from Peter Richardson who was on holiday.

Resolved: To approve and accept the reasons for absence

086/25 Invited Guests

Standing Orders were suspended to allow the Invited Guests to speak.

a) David Cooper – Executive Headteacher, Melksham Oak Community School

David thanked the Parish Council for the invite to their meeting. He explained that one of his goals for this year has been to connect more with the community.

He summarised that it's been a good year for Melksham Oaks Community School (MOCS) with a generally good response from parents, carers and students to the changes that have been made. There have been improvements in behaviour (in lessons and around the school) and punctuality. It's too early to assess whether there has been an impact on academic performance, as exams are still in progress, but there has been a significant improvement in attendance. There has been a substantial reduction in fixed-term suspensions and the number of permanent exclusions, but this has not been achieved at the expense of standards.

There was some teaching union industrial action at the end of the academic year but that was resolved at the start of this year. There had been a number of staff vacancies, but these have now all been filled.

The roll number is an ongoing concern. The falling birth rate combined with competition from other schools means that the intake numbers are dropping. The school is working to form better links with local primary schools and to improve the transition experience to encourage MOCS to be the secondary school of choice.

He has successfully brought in a new leadership team which is functioning well and who are working closely with students, parents and staff to sustain the improvements in the school. The response from the community, especially parents and carers has been positive, and it seems that opinion of the school has improved.

Councillor Pafford asked how the role of Executive Headteacher, with responsibility for both MOCS and Devizes School, works.

David clarified that practically he has an office at each school and splits his time 50/50. He is the line manager for the two associate headteachers, one at each school who provide the day-to-day leadership, and he also forms a link with the Central Executive team. His role is to coach, support and assist the associate headteachers to improve each school, and to encourage them to work more collaboratively to improve standards and offer more opportunities. Both schools are in the same education trust but have been limited in working together in the past. Now there is more sharing especially of 6th form provision (allowing more courses to be offered) and staff. He clarified that this is achieved by moving either the teachers or students.

Councillor Sullivan reported feedback that she had received from parents with children at the school (although she noted that it was hearsay) that there were concerns about violence and the children were fearful. She reported that she knew of a child who had moved school because they didn't feel safe.

David commented that Councillor Sullivan's comments didn't echo with him. There have been no violent episodes involving weapons in the school this year. If a child is found to be carrying something they shouldn't, the policy is to confiscate the item and then assess the ongoing risk and implement preventative measures such as daily searches. He reported a low level of violence and bullying but noted that it can take time to change perceptions and to build public confidence in the school.

Councillor Baines questioned the school's capacity and whether there are constraints in particular year groups.

David responded that they need more students. They can accommodate an intake of 300 pupils but currently they are working hard to achieve an intake of 160-180 – so they are not pushed for space. In addition, land has been allocated to expand the school if necessary.

Councillor Glover asked what actions are being taking to promote the school to the buyers of the new houses being built or planned around Melksham.

David commented that new housing rarely has an immediate effect on secondary school intake numbers. It tends to have a more pronounced impact on reception numbers at primary schools as people are more likely to move when children are at pre-school age. However, the school offers an extensive range of transition activities such as open mornings and open evenings where families can visit the school. He feels that it is unlikely that, even with all the proposed new housing developments, the intake numbers would rise significantly.

Councillor Harris asked what the situation was with the Board of Governors.

David explained that as a member of a multi-academy trust the governance function runs from the trustees and executive team of White Horse Federation who delegate certain responsibilities to a local governing committee. Last year the local governing committee was changed to an interim academy board on a temporary basis. The local governing committee is currently being restored and will be in place for the start of the next academic year.

b) Wiltshire Councillor Phil Alford

Wiltshire Councillor Alford reported that next week he has an on-site meeting with a Highways Officer to look at the state of the road surfaces and pavements in Whitley with the aim of getting them into a maintenance programme. Councillor Richardson has been made aware.

At the Parish Planning Committee meeting (9th June 2025), Wiltshire Councillor Alford highlighted that he was trying to work out Wiltshire's Council's approach given the weight that should come from the status of the neighbourhood plan versus a tilted balance argument, particularly with regards to the Woodrow Road and Top Lane Whitley applications. He passed his comments onto the Head of Planning 2-3 weeks ago but has not yet received any response or comment. He will continue to chase.

Wiltshire Councillor Alford commented that he has shared information with the Clerk about the Neighbourhood Planning Support programme and that grant funding and funded technical support will no longer be available. This may become an issue when the Neighbourhood Plan next needs to be reviewed.

Councillor Hemmings asked whether the inspection of road surfaces and pavements in Whitley could be extended to include Beanacre, particularly Westlands Lane. Wiltshire Councillor Alford will see if this is possible.

c) Wiltshire Councillor Andrew Griffin

Wiltshire Councillor Griffin explained that he was the newest of the Wiltshire Councillors covering the Parish, and that he was still getting up to speed with the responsibilities and new tasks that come with the role. He commented that he was also appointed as Portfolio Holder for Safety Valve [Safety Valve agreements are financial arrangements between the Department for Education (DfE) and local councils facing significant deficits in their SEND (Special Educational Needs and Disabilities) budgets].

With regards to issues pertinent to Melksham Without Parish Council, his focus has been on planning issues and enforcement actions.

David Cooper and Wiltshire Councillor Phil Alford left at 7.23pm

d) Wiltshire Councillor Nick Holder

Wiltshire Councillor Holder provided updates on a number of topics.

He has written again to Taylor Wimpey about adoption of the Public Open Space at Pathfinder Place as it still has not been handed over but is awaiting a response.

In response to David Cooper's earlier comments about the number of spaces at MOCS, he encouraged councillors to share the information. He reiterated that there are officers at Wiltshire Council who predict the number of primary and secondary school places needed and commented that the declining birth rate is currently balancing out the increase in numbers from new housing developments.

He anticipates that when Hannick gets planning permission (for the Land next to MOCS), the situation will be like Pathfinder Place, in that the land will be set aside for a school expansion, but it won't be used until needed.

He commented that he has had email exchanges with the Clerk and Gemma Rutter from Melksham Police in relation to the speed indicator device (SID) data and a meeting will be planned.

Wiltshire Councillor Holder stressed the importance of a holistic approach to considering the traffic issues on the A365 outside MOCS including taking account the potential housing developments and the Gompels warehouse. While there is a commitment to reduce speed outside schools this needs to be done collaboratively and not piecemeal.

Councillor Sullivan questioned whether the traffic review would have to wait until the houses are built.

Wiltshire Councillor Holder replied that, in his opinion, it can be requested by the Parish Council as part of the planning application consultation process (i.e. before the houses are built) and could be incorporated into a Highways condition. He indicated that he would probably call-in the application for Land at Bath Road (adjacent to MOCS) to the planning committee so that access and impact on the rest of the highway (A365) to the roundabout (at Falcon Way) can be discussed.

The Clerk reminded Councillors that the Highways, Footpaths & Streetscene committee had proposed the commissioning of a holistic review of traffic calming measures on Semington Road (Min513/24ci). A similar holistic review was also proposed for the A365 Bath Road between the Bowerhill roundabout and MOCS (Min514/24ai). These recommendations were resolved at the Full Council meeting on 14th April 2025 (Min 531/24b).

The Clerk suggested that the review on the A365 should be extended to the Turnpike Garage. The Clerk noted that in order to write proposals for consultants to undertake the reviews she would need technical input from Highways Officer Martin Rose at Wiltshire Council. She also suggested that the timing of the survey on the A365 be carefully considered given the number of new applications on that stretch of road.

Councillor Blackham asked whether there was any update on Heron Homes and the issues on Falcon Way.

Wiltshire Councillor Holder reported that Highways had agreed to arrange a meeting at the Parish Offices between himself, the Clerk, Heron Homes and the Director of Highways to try to get a resolution on the adoption of the verges and provision of a bus shelter on Falcon Way.

Councillor Glover asked what would happen to the land set aside for the school at Pathfinder Place and the school expansion land on the development adjacent to MOCS, if they weren't used. Would the land revert to the developer, for example after 10 years?

Wiltshire Councillor Holder explained that for Pathfinder Place the s106 agreement sets out that 75% of the land would remain set aside for education use in perpetuity, while the remaining 25% expansion land would revert to the developer. He felt that this wasn't necessarily a precedent for the Land adjacent to MOCS where retaining 100% of the site for the school in perpetuity would be preferred.

He commented that, at Wiltshire Council's last strategic planning committee, an intent was expressed to give parish and town councils greater opportunities to influence s106 agreements.

087/25 Declarations of Interest

a) Declarations of interest

None were received

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

None were received.

Wiltshire Councillor Nick Holder left at 7.40pm

088/25 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 (9b and 10q) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

9(b) Confidential Notes to accompany the Planning Committee minutes of 9th June 2025

10(q) Start of legal action

Resolved: For items 9(b) and 10(q) to be held in closed session for the reasons given.

089/25 Public Participation

A member of the public asked who was responsible for maintaining the land set-aside for the schools and the associated fences.

Councillors were unable to provide a definitive answer but noted that the land was owned by Wiltshire Council, so the responsibility probably lay with them.

Standing Orders were reinstated.

090/25 Standing Orders

Resolved: To adopt the amended Melksham Without Parish Council Standing Orders stood down from the Annual Council meeting on 12 May 2025.

091/25 Full Council

- a) **Resolved:** The Minutes of the Full Council Meeting held on Monday 12th May 2025, were formally approved by the council and for the Chair to sign them as a correct record.
- b) Councillors **noted** the supporting wording preceding the Objectives and Priorities arising from Min 016/25(2)

092/25 Planning

- a) Planning Committee Minutes from 19th May 2025

Min026/25b incorrectly stated that Councillor Baines had been elected as Chair of the Planning Committee. This was corrected to Vice-Chair.

A few minor typing errors were noted and corrected, but did not change the context of the minutes.

Resolved 1: The Minutes of the Planning Committee Meeting held on Monday 19th May 2025 with the amendments discussed, were formally approved by the council and for the Chair to sign them as a correct record.

Planning Committee Minutes from 9th June 2025

The attendee list incorrectly stated Martin Haffenden. This was corrected to Martin Franks.

Resolved 2: The Minutes of the Planning Committee Meeting held on Monday 9th June 2025 with the amendment discussed, were formally approved by the council and for the Chair to sign them as a correct record.

- b) There were no confidential notes to accompany the Planning Committee Minutes of 19th May 2025.

Councillor Baines suggested that the location of the enforcement action be added to the confidential notes accompanying the Planning Committee Minutes of 9th June 2025.

Resolved: With the suggested amendment above, to approve and for the Chair to sign the confidential notes to accompany the Planning Committee minutes of 9th June 2025.

- c) There were no recommendations from the Planning Committee Meeting of 19th May 2025.

Resolved: To approve the recommendation of the Planning Committee of 9th June 2025 to continue to monitor the Talk Tube rather than insisting that Taylor Wimpey perform a repair before the transfer of the Play Area to the parish council.

- d) Joint Melksham Neighbourhood Plan 2

Members noted the guidance on promoting the Referendum which had been shared prior to the meeting and were reminded that they can promote the

Referendum but not a yes/no vote. It was clarified that a simple majority yes vote was required for the Joint Melksham Neighbourhood Plan 2 to be adopted – there is no minimum threshold for turnout or proportion of votes.

Standing Orders were suspended to allow a member of the public to comment.

The member of the public commented that while the council were discussing the Referendum on 31st July 2025, he had not had any communication about it.

The Clerk explained that significant communication was to come, including a full-page article in the next copy of the Melksham News, an 8-page booklet to be delivered with the newspaper and emails to hundreds of residents who had commented or expressed an interest in the process.

Standing Orders were reinstated.

e) Meetings with Developers

Members discussed who should attend meetings with developers. It was noted that currently just members of the Planning Committee are invited. It was highlighted that the focus of the meetings is to try to get the most benefit for the Parish from the developers and that having too many people attending may deter the developers from agreeing to meetings. Other Councillors expressed that they would like the opportunity to attend, even as observers, if the proposals affected their wards.

Resolved: The following will be invited to meetings with developers:

- Planning Committee members
- The Wiltshire Councillor for the ward impacted (or 2 if the development is on a boundary)
- A representative from Melksham Town Council

The Clerk provided feedback on a meeting held, earlier in the day on 16th June 2025, with 5 members of the Planning Committee, Wiltshire Councillor Andrew Griffin and Living Spaces, the developer of the land at Semington Road (rear of Townsend Farm – phase 1 PL/2023/00808 and phase 2 PL/2024/11665). Planning Committee members had expressed frustration with the delays providing the correct access to the site and the ongoing use of access via Townsend Farm. Due to another potential 6-9 month delay (due to further work required by BT), the developers were proposing to revise the access by moving the entrance from Semington Road by approximately 1m (to the south) to avoid the need for BT works. The developers explained that this was a non-material amendment which would have a 28-day approval process provided the Parish Council were happy to accept the proposal. It was noted that even with a short approval process, it would be approximately 3 months until the access via Townsend Farm could be closed. The Clerk asked for a decision to formally ratify the informal meeting earlier in the day, as a time sensitive response was required.

Resolved: To support the revised access proposed by the developers provided:

- the highways officer is happy with the sight lines etc.
- that as soon as the new access is usable, the route through Townsend Farm is discontinued immediately and the road surface repaired.

The Clerk ran through the list of proposed developer meetings which had been circulated to Councillors prior to the meeting. It was noted that the meeting with Tor&Co was scheduled for Thursday 3rd July not Friday 4th July as written.

The Clerk highlighted that meetings with Developers for the former Countrywide Farmers site (Aldi) and the former Library site (Wiltshire Council project team) will be held by Melksham Town Council as the sites are both within the town. It was noted that the developer meetings are held as part of the Town Council's Economic Development Committee meetings. Representatives attending on behalf of the Parish Council will be agreed by the Planning Committee once the dates are known.

093/25 Finance

- a) **Resolved:** The Minutes of the Finance Committee Meetings held on Monday 19th May 2025 and Monday 2nd June 2025, were formally approved by the council and for the Chair to sign them as correct records.
- b) **Resolved:** To approve the recommendations of the Finance Committee meetings of 19th May & 2nd June 2025, except:
 - Min 60(e&f)/25 to approve AGAR – see agenda item 10g and 10h
 - Min 57(g)/25 to approve year end accounts – see agenda item 10i
 - Min 54/25 to approve financial regulations – see agenda item 10j
- c) Insurance Cover
 - i) **Resolved:** To note the renewed Council's Insurance cover at a cost of £4,117.15. Arising from Min 44(c)/25
 - ii) **Resolved:** To note the renewed Council's Cyber Cover at a cost of £549.92 and correspondence.
- d) Feedback from Councillor Sullivan following Internal Control visit on 11th June 2025
 - The Finance and Amenities Officer showed me the various spreadsheets that she holds, and we looked specifically at allotments and football
 - I spot checked a few transactions with the bank account spreadsheets and found everything to be accurately recorded
 - I looked at all the comprehensive comments that the Finance and Amenities Officer adds to the spreadsheets, given the situation at any time can be fluid e.g. with some allotment payments coming in by cash, some by BACS
 - I verified the overall totals on football matched with the bank statements and this was all balanced correctly and very easy to follow in the way transactions are recorded
 - I couldn't verify the allotments totals in quite the same way due to the way the allotment financial year works i.e. two 6 month periods in the allotment year. More difficult to match totals due to the way the bank statements carry forward amounts – there is always a difference, however it is accounted for and there is always a full narrative on the spreadsheets to explain the current position
 - I asked about the cheque signatories and authorisations and how that works, to reduce the risk of fraud and we talked about the processes to remove councillors when they depart as well as the rotation of signatories on cheques
 - I checked how the spreadsheets are backed up in the cloud, and also who can access them. Although spreadsheets aren't individually password protected only 3 people have access and for someone to fraudulently access, they would have to have the usernames and passwords of individuals.

- I cross-checked staff NI contributions records held by the council with the HMRC records and all reconciled.
- The Clerk also explained that a lot of the controls in place for Melksham Without Parish Council have been implemented due to reported instances of fraud elsewhere, so very much learning from others' experiences
- I also asked about the auditors who come in and the checks that they do.
- Overall, I came away feeling confident that controls are in place and that the team are never complacent, always looking for new ways to minimise the risk of fraudulent activities.

A member of the public left at 8.44pm

- e) **Resolved:** To note information on Accounting and Audit: Year End Process.
- f) Internal Auditor's final report for year ending 31 March 2025 was noted. The Clerk highlighted two of the comments made by the Internal Auditor:

- i) *The Council is party to a long lease of a village hall. It is unclear a) whether this long lease qualifies as a technical disposal b) whether this lease has been registered with the land registry*

The Clerk stated that the Council's Solicitors had confirmed that the 125-year lease of Berryfield Village Hall was a technical disposal. She noted that the disposal process had not been followed (as it was not known at the time that it was a disposal) and the ramifications of not following the process were not known, but to be investigated. This would be addressed as part of the renewal of the Shaw Village Hall lease, also for 125 years. The Clerk also noted that the lease had been sent to the Land Registry but that no confirmation of registration had been received.

- ii) *It was noted that the Council has recorded grants within 'prepayments'. The Practitioners Guide requires the grants are accounted for when made.*

Grants which relate to the 2025/2026 financial year were awarded to organisations in early March 2025 at the Annual Parish meeting. This was undertaken early due to the elections and the 'period of heightened sensitivity'.

The Clerk informed Councillors that confirmation had been received from the National Association of Local Councils (NALC) just prior to the meeting, that they were in agreement with the internal auditor. They confirmed that the expenditure had been incurred at the point that the payment was received by the grantee and should be accounted for by the council in 2024/25. The council may have intended that the grant was for the following financial year, but as the payment was made in March, the grantee has received the economic benefit in March.

The Clerk advised that the impact is that an additional £26,651.50 should be included as expenditure in 2024/2025.

Resolved: The Council agreed that the accounts should be updated in line with the guidance from NALC and that signing of the accounts would be deferred until the changes had been made.

- g) **Resolved:** The Council answered "Yes" to questions 1-8 on the Section 1 (Governance Statement) of the External Audit Annual Return for the year

ending 31 March 2025, which was subsequently approved and signed by the Chairman and the Clerk.

- h) **Resolved:** Councillors agreed all the figures in Section 2 of External Audit Annual Return for year ending March 2025 (Accounts Statement) including point (6) 'All other payments' (reflecting the update arising from MIN 093/25 (f)ii). Signature by the Clerk, as the Responsible Finance Officer, and Councillor Glover as Chair will be deferred until amendments to the documentation have been made to reflect what has been resolved.
- i) **Resolved:** To approve and for Councillor Glover and the Clerk to sign the Year End Accounts & Statement for year ending 31 March 2025 following amendments arising from MIN 093/25 (f)ii.
- j) **Resolved:** To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 2nd June 2025).
- k) **Resolved:** To note Receipts & Payments reports for May.
- l) **Resolved:** For Councillors Glover and Baines to be cheque signatories/online authority for June with Councillors Doel and Wood as cheque signatories/online authority for July.
- m) **Resolved:** To transfer £11,000 from the Lloyds current account to the Unity current account and to transfer £21,000 from the CCLA account to the Unity current account. Councillors Glover and Doel to sign cheques and bank transfer straight after the meeting.
- n) Councillors considered the Review of the City, Town & Parish Allowances by the Independent Remuneration Panel of Wiltshire Council. It was noted that although allowances are permitted, the allowances do not apply to co-opted councillors. Councillors expressed a preference to continue with the current practice where none of the Parish Councillors receive an allowance.

Resolved: To continue with current practice where no Councillors receive an allowance.

Councillor Glover as Chair expressed a preference to decline the Chair's Allowance but to claim expenses where appropriate. He will write to the Clerk to formally express his wishes.

- o) **Resolved:** To note Council Tax Statistics for Parish and Town Councils in England for 2025 to 2026 published by the Ministry of Housing, Communities and Local Government.

The members reviewed the average Band D payment of £92.22 compared to the average Band D payment for a Melksham Without parish resident of £95.65 which was comparable.

- p) An update from the Clerk on the joint CIL (Community Infrastructure Levy) Sharing working party with Melksham Town Council (MTC) was noted. No date has yet been confirmed for a meeting, but the Clerk has proposed a

number of dates to Melksham Town Council. The Clerk advised that Melksham Without Parish Council is currently holding £71,000 in joint CIL but that this can't be spent until a meeting is held and agreement has been reached with MTC about how it is spent.

Additionally, the Clerk and Finance & Amenities Officer held a meeting with the Locum Responsible Financial Officer (RFO) for Melksham Town Council to discuss the best ways to track CIL.

- q) It was noted that the outstanding debt had been paid.

094/25 Asset Management

- a) The following locations were proposed as potential hosting sites for Wiltshire Council Air Quality Sensors scheme:
- St Barnabas Church, A350 at Beanacre
 - Wessex Water pumping station, A350 at Beanacre (if WIFI is available)
 - Dick Lovett BMW Melksham, A350 at Bowerhill
 - Shaw Church of England Primary School, Corsham Road, Shaw
 - Private residence on Mallory Place adjacent to A365 Bath Road, Bowerhill
 - Melksham Oak Community School, A365 Bath Road

Other potential locations were discussed but discounted due to a low level of passing traffic or not having the required infrastructure to host a sensor (power and WIFI).

Resolved: The Clerk to contact the responsible people at each of the proposed locations to assess their interest in potential hosting an Air Quality Sensor.

- b) **Resolved:** the next Asset Management meeting will be held on Monday 7th July 2025 at Bowerhill Sports Field and Pavillion. There will be an opportunity for Councillors to visit the site from 6.30pm with the committee meeting starting at 7.30pm.
- c) **Resolved:** Councillors approved the joint statement on Shurnhold Fields future projects.
- d) The Future of Football Wiltshire-wide tournament held on the 14th and 15th of June at Bowerhill Sports Field was noted.

The Clerk commented that the tournament had been affected by 4-way traffic lights at the junction of Westinghouse Way, Lysander Road, Portal Road and Lancaster Road and also a planned power cut. The Council had not been notified of either planned event.

095/25 Road Safety

- a) Councillors discussed the recent speed indicator data (SID) for Bowerhill. Councillors were concerned about the excessive speeds recorded and they noted that the majority of the highest speeds occurred during the night but that excessive speeds were also recorded during times when children would be entering or exiting MOCS school. They felt that the data supported the need for the proposed holistic review of traffic calming measures the A365 Bath Road between the Bowerhill roundabout, past MOCS and on past Turnpike Garage (Min514/24ai).

The Clerk advised that the data is routinely shared with Wiltshire Police but that she had also sent it directly to Melksham Police with a request for targeted action.

Councillors were keen that the data is shared more widely with, for example, Wiltshire Council, developers, the MP, Wiltshire Council cabinet member for Highways, the Wiltshire Police and Crime commissioner, MOCS, the BBC, Melksham News and members of the public who raised concerns at the Highways and Streetscene meeting on 7th April 2025 (Min 512/24).

Resolved: The Clerk to share the speed indicator data with Wiltshire Council, developers, the MP, Wiltshire Council cabinet member for Highways, the Wiltshire Police and Crime commissioner, MOCS, the BBC, Melksham News and members of the public who raised concerns at the Highways and Streetscene meeting on 7th April 2025.

- b) **Resolved:** Councillor Glover will represent the Parish at the Police and Crime Commissioner's Road Safety Event on Friday 4th July 2025.

096/25 Partnership Working

- a) Melksham Town Council Cemetery Working Party

It was noted that this has been proposed to be a joint working party between Melksham Town Council and Melksham Without Parish Council. Draft Terms of Reference including amendments proposed by Melksham Town Councillor Phil Alford were circulated prior to the meeting. The following further changes were agreed:

Section 5: Membership:

- The number of councillors should be is defined e.g. three (not 'up to three')
- "Council Officers may attend..." to be changed to "One council officer from each council should attend..."

Section 6. Chairing and Meetings:

- The chair will rotate each meeting. The chair has no casting vote
- A majority vote is carried however, in the event that this cannot be achieved a counter proposal would be required.

Resolved 1: The suggestions discussed, and the amendments proposed by Melksham Town Councillor Phil Alford were agreed

Resolved 2: Councillors Glover, Harris and Blackham would represent the Parish on the joint working party.

- b) East of Melksham Community Centre

The Clerk, following discussion with Wiltshire Councillor Holder, and the Town Council Acting CEO, had proposed an initial meeting of the Clerks, the Acting CEO, the Mayor of Melksham Town Councillor (Councillor Rabey), the Chair of Melksham Without Parish Council (Councillor Glover) and the two Wiltshire Councillors (Councillors Stokes and Holder).

Resolved: The Clerk to progress making arrangements for the initial meeting proposed.

c) Melksham Area Board

The area board minutes were not yet published.

As a meeting attendee, the Clerk highlighted that there were agenda items relating to management companies for new developments, a community sharing hub, and community solar farm funding.

d) Wiltshire Council's Social Value scheme

Standing Orders were suspended to allow Wiltshire Councillor Griffin to speak.

He explained that the idea of Wiltshire Council's Social Value Scheme was that the contractors used by Wiltshire Council contribute to the community by offering their services. These are predominantly construction type businesses. He also noted that the scheme wasn't very well publicised and therefore wasn't very well used.

The Clerk noted that she had shared information about the scheme with Councillor Blackham in his role as Chair of BRAG (Bowerhill Residents Action Group).

Standing Orders were reinstated.

Resolved: Wiltshire Council's Social Value scheme was noted.

097/25 Workplace EV chargers at Wiltshire Council owned carpark (ex Christie Miller) for Wiltshire Council Highway vehicle fleet

Councillors discussed the proposed plans showing the land leased to the Wiltshire School of Gymnastics and the area where Electric Vehicle (EV) chargers would be installed. Councillors were surprised that none of the carpark appears to be available for public parking, as there are no signs indicating that it is a private carpark. The Clerk noted that the Parish Council have previously advised users of the Bowerhill Sports Field to use the carpark to avoid on-street parking. Councillors noted that Wiltshire Council would need to manage public parking and would need to install the appropriate signage to make it clear that it was a private carpark.

Resolved: The installation of workplace EV chargers at Wiltshire Council owned carpark (ex Christie Miller) for Wiltshire Council Highway vehicle fleet was noted

Meeting closed at 9.54 pm

Chairman, 28th July 2025

Date: 03/06/2025

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Time: 16:43

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		151,947.63					151,947.63	
V4526-BACS	Banked: 02/05/2025	412.50						
V4526-BACS	Future of Football FC	412.50			1210	210	412.50	Inv.501- Blanket bookings
V4527-BACS	Banked: 06/05/2025	40.00						
V4527-BACS	Allotment Holder	40.00			1310	310	40.00	RELET- Rent plot 6b Berryfield
V4528-BACS	Banked: 08/05/2025	414.00						
V4528-BACS	Future of Football	414.00			1210	210	414.00	In.500-Evening training-May 25
Total Receipts for Month		866.50	0.00	0.00			866.50	
Cashbook Totals		152,814.13	0.00	0.00			152,814.13	

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/05/2025	Onebill (Daisy)	V4522-DD	63.85		10.64	4190	120	53.21	Inv.652-Office wifi & line
15/05/2025	Daisy (Onebill)	V4523-DD	72.11		12.02	4384	220	60.09	Inv.653- Pavilion wifi & line
16/05/2025	Unity Bank	V4486-6238	147,000.00				220	147,000.00	Transfer from Lloyds-Unity
30/05/2025	Lamplight	V4524-DD	57.00		9.50	4686	170	47.50	Lamplight database MCS
30/05/2025	Lloyds Bank	V4525-	12.50			4140	120	12.50	Service Charge
Total Payments for Month			147,205.46	0.00	32.16			147,173.30	
Balance Carried Fwd			5,608.67						
Cashbook Totals			152,814.13	0.00	32.16			152,781.97	

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Cashbook 2

User: MR

Unity Bank

For Month No: 2

Receipts for Month 2**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		15,022.81					15,022.81	
V4521-INTE	Banked: 02/05/2025	1,930.69						
V4521-INTE	CCLA Investment Management	1,930.69			1080	110	1,930.69	Interest
Banked: 16/05/2025		147,000.00						
V4486-6238	Current Account & Instant Acc	147,000.00			200		147,000.00	Transfer from Lloyds-Unity
Total Receipts for Month		148,930.69	0.00	0.00			148,930.69	
Cashbook Totals		<u>163,953.50</u>	<u>0.00</u>	<u>0.00</u>			<u>163,953.50</u>	

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Cashbook 2

User: MR

Unity Bank

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2025	Grist Environmental	V4518-DD	83.78		13.96	4770	220	69.82	Inv.936-B'hill waste away
16/05/2025	Lloyds Corp Card	V4517-DD	829.57		67.51	4150	120	14.40	A4 Pads
						4150	120	7.49	Black pens
						4150	120	3.50	Labels for jars
						4150	120	9.16	Envelopes
						4721	220	72.48	Toilet rolls for pavilion
						4150	120	8.56	Pink paper
						4150	120	24.97	Acrobat pro
						4150	120	7.76	Binder clips
						4150	120	5.53	Green pens
						4150	120	7.51	Red pens
						4150	120	5.53	Purple pens
						4150	120	7.51	Headphones
						4175	120	30.90	Office 365- Officers
						4175	120	73.50	Office 365 councillors
						4190	120	36.90	Office phone charges
						4120	120	3.05	Postage-notices and postage
						4175	120	6.33	Council website hosting
						4650	170	415.00	Annual SLCC Membership
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	MCS Phoneline
						4140	120	3.00	Monthly Fee
21/05/2025	EDF Energy	V4519-DD	126.33		6.02	4302	220	120.31	Inv.07- Pavilion electricity
23/05/2025	CCLA	V4487-TRAN	118,000.00			240		118,000.00	Transfer from Unity TO CCLA
23/05/2025	A Newman (Friend of Shurnhold	V4488-BACS	29.89			4820	142	29.89	Petrol for mower
						347	0	-29.89	Petrol for mower
						6000	142	29.89	Petrol for mower
23/05/2025	Clerks & Councils Direct	V4489-BACS	15.50			4650	170	15.50	Annual subscription
23/05/2025	Agilico	V4490-BACS	86.52		14.42	4130	120	72.10	Inv.837-Office photocopying
23/05/2025	Aquasafe Environmental Ltd	V4491-BACS	168.00		28.00	4212	220	140.00	Inv.250406-April PPM Visit
23/05/2025	Aquasafe Environmental Ltd	V4492-BACS	168.00		28.00	4212	220	140.00	Inv.250501-May PPM Visit
23/05/2025	IAC Audit & Consultancy Ltd	V4493-BACS	474.00		79.00	4100	120	395.00	Inv.1971-Year end internal aud
23/05/2025	Infinity Playgrounds	V4494-BACS	348.00		58.00	4575	142	290.00	Inv.01486-Whitworth Patch repa
23/05/2025	JC Combustion Services Ltd	V4495-BACS	480.00		80.00	4791	220	400.00	Inv.4144-Pavilion boiler servi
23/05/2025	JH Jones & Sons	V4496-BACS	2,013.60		335.60	4721	220	1,678.00	Inv.5017-Pav doors-Paint remov
23/05/2025	JH Jones & Sons	V4497-BACS	2,742.77		457.13	4402	320	72.94	Inv.5098-Allotment grass cutti
						4402	320	21.88	Inv.5098-Briansfield hedge cut

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Cashbook 2

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Unity Bank

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4400	142	417.42	Inv.5098-Play Area grass cutti
						4780	142	149.86	Inv.5098-Play Area bin
						4400	142	21.84	Inv.5098-Beanacre leaf clearan
						4400	142	42.03	Inv.5098-Kestrel Court shrub m
						4400	142	25.00	Inv.5098-Grass cut outside BYF
						4409	142	198.08	Inv.5098-Hornchurch POS mainte
						4820	142	39.36	Inv.5098-Shurnhold Fields cut
						347	0	-39.36	Inv.5098-Shurnhold Fields cut
						6000	142	39.36	Inv.5098-Shurnhold Fields cut
						4401	220	1,150.06	Inv.5098-JSF pitch maintenance
						4781	220	96.50	Inv.5098-JSF Bin emptying
						4405	220	50.67	Inv.5098-JSF Hedge maintenance
23/05/2025	JH Jones & Sons	V4498-BACS	2,019.00		336.50	4740	220	1,682.50	Inv.5089-Pitch Fertilising
						355	0	-1,682.50	Inv.5089-Pitch Fertilising
						6000	220	1,682.50	Inv.5089-Pitch Fertilising
23/05/2025	JH Jones & Sons	V4499-BACS	926.40		154.40	4540	142	772.00	Inv.5031-SID Deployment
23/05/2025	Melksham Town Council	V4500-BACS	500.00		4610	170		500.00	Inv.TH158-VE Day contribution
23/05/2025	Rialtas Business Solutions Ltd	V4501-BACS	1,062.00		177.00	4185	120	885.00	Inv.762- Year end closedown
23/05/2025	Wiltshire Council	V4502-BACS	3,093.25			4270	140	3,093.25	Inv.166-Office rent-1.4-30.6.
23/05/2025	Wiltshire Publication	V4503-BACS	156.24		26.04	4230	120	130.20	Inv.460- Cllr co-option advert
23/05/2025	Wiltshire Council	V4504-BACS	2,731.52			4510	142	2,731.52	Inv.423-LHFIG-Beanacre gateway
23/05/2025	Wiltshire Council	V4505-BACS	310.87			4510	142	310.87	Inv.424-LHFIG Whitley signs
23/05/2025	Zurich Municipal	V4507-BACS	4,117.15		4281	142		3,274.52	Inv.334- Parish Insurance
					4282	220		507.67	Inv.334-Pavilion Insurance
					4281	142		334.96	Inv.334- Berryfield V Hall ins
23/05/2025	HM Revenue & Customs	V4508-BACS	2,875.18		4045	130		1,233.44	Period 2- May 2025
					4000	130		623.00	Period 2- May 2025-T
					4000	130		256.85	Period 2- May 2025-NI
					4010	130		232.80	Period 2- May 2025-T
					4010	130		104.06	Period 2- May 2025-NI
					4020	130		95.60	Period 2- May 2025-T
					4020	130		81.43	Period 2- May 2025-NI
					4460	142		201.80	Period 2- May 2025-T

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Cashbook 2

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Unity Bank

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4800	320	14.20	Period 2- May 2025-T
						4070	120	32.00	Period 2- May 2025-T
23/05/2025	Wiltshire Pension Fund	V4509-BACS	2,309.61			4045	130	1,749.77	Period 2- May 2025
						4000	130	303.79	Period 2- May 2025
						4010	130	136.23	Period 2- May 2025
						4020	130	119.82	Period 2- May 2025
23/05/2025	John Glover	V4515-BACS	48.00			4070	120	48.00	Chairs allowance- May 25
23/05/2025	Tollgate Security Ltd	V4516-BACS	114.00		19.00	4212	220	95.00	Inv.619-Replacement sounder
28/05/2025	Teresa Strange	V4510-BACS			2.55	4000	130		May 2025 Salary
						4070	120	12.73	Refreshments-last Full Council
						4150	120	9.24	Hiviz vests for volunteers
28/05/2025	Marianne Rossi	V4511-BACS			5.85	4010	130		May 2025 Salary
						4150	120	5.41	Mouse for new Cllr
						4150	120	12.49	Laptop bag for new Cllr
						4150	120	11.37	Laptop backpack
28/05/2025	Fiona Dey	V4512-BACS				4020	130		May 2025 Salary
28/05/2025	Terry Cole	V4513-BACS				4050	142	47.50	Travel Allowance May
						4051	142	38.70	Mileage x86 miles
						4460	142		May 2025 Salary
28/05/2025	David Cole	V4514-BACS				4800	320		May 2025 Salary
31/05/2025	Unity Trust Bank	V4520-DD	9.90			4140	120	9.90	Service Charge
Total Payments for Month			153,730.55	0.00	1,888.98			151,841.57	
Balance Carried Fwd			10,222.95						
Cashbook Totals			163,953.50	0.00	1,888.98			162,064.52	

Total Salaries
May 2025

£7,745.63

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	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	

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	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	

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	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	

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	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	

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Cashbook 5

User: MR

CCLA

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		566,000.00					566,000.00	
Banked:23/05/2025		118,000.00						
V4487-TRAN	Unity Bank	118,000.00			220		118,000.00	Transfer from Unity TO CCLA
Total Receipts for Month		118,000.00	0.00	0.00			118,000.00	
Cashbook Totals		684,000.00	0.00	0.00			684,000.00	

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Cashbook 5

User: MR

CCLA

For Month No: 2

Payments for Month 2

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			684,000.00						
Cashbook Totals			684,000.00	0.00	0.00			684,000.00	