

**MINUTES of the Full Council Meeting of Melksham Without Parish Council held
on Monday 24th March 2025 at
Melksham Without Parish Council Offices (First Floor), Melksham Community
Campus, Market Place, SN12 6ES at 7:00pm**

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

Officers: Teresa Strange (Clerk)

477/24 Welcome, Announcements & Housekeeping:

Councillor Glover welcomed everyone to the meeting. As there were no members of the public present, the housekeeping message was not read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting. Councillor Glover made the following announcements:

- Members' attention was drawn to the pre-election period of heightened political sensitivity guidance issued by Wiltshire Council. It was noted that with regard to decision-making, the position remains 'business as usual', which includes the determination of planning applications. Care needed to be taken to not affect public support for a political party and/or candidate for either the parish or unitary council.
- The date of Thursday 1st May for the parish and unitary elections was noted. Included in the agenda pack was information from Wiltshire Council with regard to key dates in relation to voting.
- Members were informed that the following litter picks had been organised within the parish:
 - BASRAG (Berryfield and Semington Road Action Group)- Saturday 15th March.
 - BRAG (Bowerhill Residents Action Group)- Saturday 29th March
 - CAWS (Community Action Whitley and Shaw) in April.
- It was noted that the next Full Council meeting was the last of the current council.

478/24 Apologies:

Apologies had been received from Councillor Franks, who was on holiday. This reason for absence was accepted.

479/24 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill):

It was noted that Wiltshire Councillor Holder had given his apologies as he was on holiday.

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

Wiltshire Councillor Alford had given his apologies but had provided a short update on the following:

- Westlands Lane traffic management: Following back-and-forth correspondence between Wiltshire Council officers in the Highways, Enforcement and Planning departments, an officer is liaising directly with the three developers off Westlands Lane to co-ordinate traffic management more effectively. It was noted that signs had now been put in place outside Westlands Lane to redirect construction traffic trying to enter via the A350.
- He has been in contact with Shaw School with regard to flood mitigation, and the school has agreed to keep the drains clear of leaves. He will follow this up again with them in the autumn.
- Following the issue raised by Melksham Town Council in relation to the Shurnhold Field car park project, Councillor Alford feels that there may have been some poor communication which led to this issue being raised.
- The Wiltshire Council council tax for the year has been increased by 4.5%.
- The Planning and Infrastructure Bill is likely to remove the right for councillors to call an application into committee if it is on allocated land. It would make it easier to compulsory purchase order brownfield land, allow for planning fees to be set locally and create a potential requirement for housing numbers to be met across devolved regions where some areas do not deliver. These plans are still unclear, as it's still vague at present.
- The Government is looking to withdraw funding to support councils with potholes if they do not deliver but again are not clear on all of the details currently.

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

Wiltshire Councillor Seed provided his apologies. It was noted that Councillor Seed provided a written report before the meeting; however, due to the pre-election period of heightened political sensitivity, the Clerk did not feel it was appropriate to include it in the agenda packs.

480/24 Public Participation:

There were no members of the public present.

481/24 Declarations of Interests:

None.

482/24 Dispensation Requests:

None.

483/24 Items to be Held in Closed Session:

Resolved: Agenda items 7a, 8b, 8d, 11a, 11d, 12a, 12b, 12c and 13c to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d for the following reasons:

7a	Confidential notes to accompany Full Council minutes of 17 th February.
8b	Confidential notes to accompany Planning minutes of 17 th March.
8d	Blackmore Farm s106 negotiations
11a	Shaw Village Hall lease negotiations
11d	Quote for weed spraying
12a, b, c	All staffing items relating to Health and Safety and recruitment as were identifiable to individuals
13c	Update on potential 3G pitch, as part of negotiations

484/24 Full Council

a) Minutes of the Full Council Meeting held on 17th February 2025 and confidential notes:

The Clerk explained that with regard to min. 434/24b, officers had contacted JH Jones with regard to the query raised at the meeting in relation to whether the contractor would honour the five-year contract cost if the council were to extend for a further two years after the three-year term. The contractor has confirmed that they would be happy to negotiate at the end of the contract term. The Clerk advised that JH Jones are very pleased to be continuing to work with the parish council.

Resolved 1: The Minutes of the Full Council Meeting held on Monday 17th February 2025, were formally approved by the council.

Resolved 2: The confidential notes of the Full Council Meeting held on Monday 17th February 2025, were formally approved by the council.

b) Updates from previous Full Council meeting decisions:

i. Melksham Oak School headteacher visit:

It has been arranged for either the new headteacher, assistant headteacher, or both, of Melksham Oak Community School to attend the June Full Council meeting.

It was felt that it was more appropriate for them to meet the new council after the May elections.

ii. **Freedom of Information request sent to Wiltshire Council and the NHS Integrated Care Board:**

Following the decision of this Full Council to contact Wiltshire Council and the NHS Integrated Care Board with regard to how the decision to fund a new health facility in Trowbridge was made and whether there were any plans for one in Melksham. No response had been made by either party; therefore, the Clerk has raised this with both organisations as a Freedom of Information request, which has been acknowledged by both.

c) **Draft schedule of parish council meetings dates from 1st May 2025:**

It was noted that although the draft meeting schedule was for the new council, it was prudent to have them in place so that the council had a plan of action. The Clerk confirmed that the new council would ratify these dates at the Annual Council meeting in May. Members agreed with the meeting dates proposed.

Resolved: The council approve the draft meeting dates.

485/24 Planning:

a) **Planning Committee Minutes of 24th February and 17th March 2025:**

Resolved 1: The Minutes of the Planning Committee Meeting held on Monday 24th February 2025, were formally approved by the council and for the Chair to sign them as a correct record with the following minor amendment:

Min 443/24 (page 10): Described 'RAF Bowerhill'; however; this should be changed to 'RAF Melksham'. The Clerk highlighted that although this could be changed in the minutes, she had already submitted the comments to Wiltshire Council for the Land North of Berryfield Lane planning application. Members noted this.

Resolved 2: The Minutes of the Planning Committee Meeting held on Monday 17th March 2025, were formally approved by the council and for the Chair to sign them as a correct record.

b) **Confidential notes of 24th February and 17th March 2025:**

It was noted that there were no confidential notes to accompany the planning minutes of the 24th February.

Resolved: The confidential notes of the Planning Committee Meeting held on Monday 17th March 2025, were formally approved by the council and for the Chair to sign them as a correct record with the following typo corrected:

Page 2: 'Berryfield Land' to 'Berryfield Lane'.

c) **Planning Committee recommendations of 24th February and 17th March 2025:**

It was noted that there were no Planning Committee recommendations from the 24th February meeting.

The Clerk explained that at the Planning Committee meeting on 17th March, members recommended submitting comments to the Validation Check survey to Wiltshire Council. Upon reading the survey further, the Clerk has expanded on the comments made at the Planning meeting. Members went through the additions and noted that there were a few minor typos which would be amended. It was noted that fire statements are required for buildings that are at least 7 stories tall containing 2 or more dwellings and for educational accommodation. In the additional document, the Clerk has raised the fact that in this instance this does not apply to buildings such as care homes, hotels, etc., that are between 2 and 6 storeys high and queried why this was the case. Additionally, under the 'Fire Statements' section, members discussed the fact that there have been some issues around fire breaks previously and wished for reference to this to be included as well as local examples included in the comments. It was highlighted that the flats that were built at Pathfinder Way did not have the right fire breaks in the loft, so this had to be retrofitted. In addition, this also happened at the George Ward Gardens development. Members also queried with regard to what happens with warehouses as well if they were below the threshold. Members were happy to approve the expanded version. A copy of the comments is attached to the minutes as Appendix 1.

The Clerk informed members that Catesby had suggested some dates to meet the Parish Council in relation to the Land South of Snarlton Farm application. Members agreed to meet them at 11.30am on Monday, 31st March.

Resolved 1: The recommendations contained in the Planning Committee minutes of 17th March 2025, were formally approved.

Resolved 2: The Council approve the additional comments to the Validation Check survey with the above amendments as discussed.

d) **S106 update following meeting with Gleesons and Wiltshire Council regarding land at Blackmore Farm:**

Members noted that the details regarding the meeting with Gleeson and Wiltshire Council with regard to land at Blackmore Farm were in the Planning Committee of 17th March confidential notes.

The meeting went into closed session at this stage.

Councillor Glover reported that Wiltshire Council have confirmed that what the parish council was asking for from the developers for the community centre was correct in most instances. In terms of asking for contingency and services, etc.,

associated with the community centre. It was noted that Wiltshire Council had based their estimate calculations to build a community centre building on the Building Cost Information Service (BCIS); however, one element still needed to be broken down further to fully understand what the estimated figure actually included. The Clerk explained that Wiltshire Council had also allowed 30% of the building cost to include for external works, drainage and incoming services. Gleasons had queried these figures, especially if they were providing a serviced site. They are now waiting for Wiltshire Council to provide them with a breakdown of what was included in the figure that they have presented to them. The Clerk explained that the parish council also wished to see the breakdown of costs to ensure that everything required was included. Members noted this update.

e) East of Melksham Community Centre:

The Clerk explained that no response had been received to date from Melksham Town Council with regard to the parish council's request to discuss the East of Melksham Community Centre. This was following the fact that the parish council had secured land for a new community centre in the Blackmore Farm development s106 agreement. It was noted that this item was on the agenda for the town council's meeting on Monday, 31st March.

f) Update on proposed school at Pathfinder Place:

The Clerk wished to draw members attention to the fact that the comments submitted by Wiltshire Council at the Regulation 16 stage of the Joint Melksham Neighbourhood Plan consultation suggest that they are not planning on building a school at Pathfinder Place, as they are hoping to secure an alternative site through one of the larger local plan developments. It was noted that Wiltshire Council had identified that the land would be required for educational purposes but had not committed to a school being built on the land. The Clerk had identified that there was a clawback clause in the s106 agreement which stated that if the land is not used for a two-form entry school within 10 years of the land transfer, 0.4 hectares of land will need to be returned to the developer. The Clerk drew members' attention to the school places policy in the agenda pack, which details that there are not enough school places for both primary and secondary school children, and this was without the inclusion of the Local Plan allocation, with most now being planning applications. Members expressed frustration about this issue. It was explained that Wiltshire Council's Local Plan said that there must be 70 dwellings allocated in Shaw and Whitley, and the parish council had responded to the consultation stating that there were no school places at Shaw School. They said that the sites needed to be allocated in the Melksham Neighbourhood Plan; however, during the consultation stage had received a comment from the Wiltshire Council education department criticising the allocations by saying that there isn't anywhere for children to go to school.

Members raised concerns at the fact that if a school was not built at Pathfinder Place and a new school was built at the East of Melksham it would mean that the children that reside in Berryfield would have to travel a much longer distance. It was considered that the land at Pathfinder Place had good access with safe

footways to get to the school and was much more suitable to serve the residents of Berryfield. It was highlighted that if another primary school was built at the East of Melksham, it would put it in close proximity to the existing Forest and Sandridge School, where there were already a number of traffic issues in the area at school drop-off and pick-up times.

It was also identified that there was already planning permission to build a school at Pathfinder Way, whereas any potential school at Blackmore Farm would be years away and the school would not be built until 200 houses had been occupied in any case. This would put additional pressure on school places, which would already be limited. Furthermore, the build of the new dwellings at Berryfield was already underway, and the children needed school places available. It was considered that the Pathfinder School would become available and viable much earlier than the Blackmore Farm and would be able to serve the children in the southern part of the parish. It was noted that Aloeric School was close to Berryfield; however, it has no early-year provision.

The Clerk explained that the parish council spent a lot of time responding to the Wiltshire Council school places consultation and had only discovered herself that it had been adopted. Considering that the parish council had put in the time to respond to the consultation, it was felt that there should have been some communication that it had been adopted. Secondly, Wiltshire Council had not informed the parish council that they were potentially not building the school at this location, and it was only discovered following their comments back to the Neighbourhood Plan consultation.

Members also identified that two separate Wiltshire Council documents contradicted each other in terms of the build of the Pathfinder Way School. In the Wiltshire School Places Strategy under the 'Melksham implementation plan' section, it gives the impression that the Pathfinder school would still be built and states for the academic years 2024/25 – 2026/27 that 'New Primary School at Pathfinder Place when required to meet the needs of new housing.' This is in complete contradiction to Wiltshire Council's response to the Melksham Neighbourhood Plan consultation. Members feel that this has arisen due to different departments at Wiltshire Council not liaising with each other and, therefore, not being on the same page, which leads to uncertainty.

After a robust discussion, members agreed that the council should go back to Wiltshire Council to identify the fact that there is a gap in primary school provision for the residents of Berryfield, and the Pathfinder school would be the most suitable option to serve these residents as well as the wider community who reside close to this location. It was felt that timing and stages of development also needed to be addressed with Wiltshire Council.

Resolved: The parish council respond to Wiltshire Council in relation to the Pathfinder Place School as discussed above.

486/24 Highways: Update from National Highways on M4 to Dorset Coast Study

Councillor Glover reported that the parish council had recently received an update from National Highways on the M4 to Dorset Coast Study. It was noted that the preferred recommended route was 5, from the M4 via the A350 to Warminster and then onwards to Salisbury via the A36, which takes it through Melksham. Councillor Glover was asked by the Melksham News to make a comment as an individual, which he read out at the meeting. It was queried whether the council wished to make a comment; members did not feel that they needed to make a comment at this stage.

Resolved: The council do not issue a comment to the Melksham News on the M4 to Dorset Coast Study

487/24 Finance:

a) Receipts & Payments reports for February 2025:

Members noted the receipts and payment reports for February.

b) Cheque signatories/online authority for March payments:

Resolved: Councillors Holt and Glover to be signatories for the March payments.

c) Bank Account and Fund Transfers:

The Clerk explained that £3,000 was required to be moved from the Unity Instant Access Account to the Unity Current Account in order to undertake the payment run.

Post-meeting note: Following the return of a grant cheque which was going to be paid by BACs, and an additional invoice, £11,000 was transferred from the Unity Instant Access account to the Unity Current account.

There was £68,000 available to be moved from the Lloyds Current Account into the CCLA account. It was noted that as the Unity Trust Bank Current Account was the nominated bank account, a cheque transfer would need to be sent to the Unity Current Account in order for it to be transferred on to the CCLA account.

Resolved 1: To transfer £3,000 from the Unity Trust Bank Instant Access account to the Unity Trust Bank Current account.

Resolved 2: To transfer £68,000 from the Lloyds Current Account to the Unity Trust Bank Current account in order for it to be moved across to the CCLA account.

488/24 Asset Management:

a) Progress with Shaw Village Hall lease:

This item was held in closed session.

Councillor Glover reported that the Clerk had spoken to the Secretary of Shaw Village Hall on Friday about the lease. The only real issue that he brought up was the fact that the Village Hall committee wished for a clause to be included in the lease which states that the parish council are providing a 'fit for purpose' building' with the understanding that if something unknown happens that needs to be dealt with, the parish council works with the trustees to fund and seek funding sources. The Clerk explained that in particular the village hall committee was concerned about asbestos; however, the parish council had previously removed it and undertook a survey which confirmed that it was safe. The Clerk explained that as a committee they are conscious that they are taking on a 125-year lease on a building that was built in 1976. Members agreed that they would assist the committee if an issue arose.

Members noted that the lease expires on 14th April 2025, but the trustees are relaxed that the terms of the lease roll over for the short term, which members agreed with. The trustees are keen for the lease to be signed as soon as possible in order for them to apply for grants.

It was noted that the village hall's AGM was held on 15th March and the Chair and Secretary were still in place. There are also a couple of new members working on the field maintenance and football bookings.

Members noted this update and wish for the Clerk to continue with the legal advice as appropriate with regard to the lease negotiation.

b) Actions taken under delegated powers:

Councillor Glover explained that following an issue with one of the water heaters at the pavilion, a repair was undertaken at a cost of £1,793 + VAT under the Clerk's delegated powers. This was for a replacement PCB board in the unit. The Clerk advised that officers had some concerns with regard to the legionella risk due to the low temperatures that the water heater was indicating, which was why this repair took place as soon as possible. It was noted that officers used the fill-in contractor, Heating Associated Services, as the incumbent was unable to attend the site in a timely timeframe due to workload.

c) Shurnhold Fields car park and flood prevention project:

Councillor Glover reported that at a recent Melksham Town Council meeting they queried whether a car park was required at Shurnhold Fields. This was in response to the fact that the Friends of Shurnhold Fields had advised that they did not feel that a car park was required and would not close the proposed gate to the car park in the evening. The parish council had considered that at a previous meeting, but as it was always the intention to have a car park and due to the late stage, the project was agreed to continue with it as previously planned. The parish council also agreed that if the 'Friends' were not willing to open and close the gate, then a gate should

not be installed. Due to the fact that Shurnhold Fields was a joint project with the town council, this was considered at their meeting. Melksham Town Council had raised concerns at the fact of not having a gate at the site, especially because dogs may get out from the field onto the road. The Clerk explained that there was stockproof fencing planned to go around the car park. It is also understood that the residents of the area do not wish for flood prevention. The town council then considered whether a car park was necessary, which puts the whole scheme at risk. Councillor Glover advised that the car park was for both the residents of the parish and town so that they could attend the field; this amenity was not just for the residents of Dunch Lane. Wiltshire Council has obtained funding from the Environment Agency for the flood prevention work; however, this is now under threat due to these delays.

The Clerk explained that the flood work that is being undertaken is not just for the residents of Dunch Lane but also to try and mitigate the flood water backing up so that it can get away from Shaw and Whitley.

At this stage there is currently no update on how this project will be moving forward; however, the town council are due to discuss this issue at their meeting on 31st March with the parish council attending to speak on this item.

d) Quotation for parish Weed spraying

The Clerk advised that a quotation of £1,755 + VAT had been received from Complete Weed Control, the incumbent weed spraying contractor for a parish weed spray in spring. Members felt that this quotation was reasonable as it was comparable to other years. The Clerk advised that the council currently had £1,700 in the budget in the current financial year for weed spraying which was for one weed spray. The Clerk has contacted Wiltshire Council to clarify whether Bowerhill is being weed sprayed this year to ensure that both applications were not undertaken at a similar time; this was understood to be the only area that Wiltshire Council sprayed itself, as was based on village population of 2000+. The Clerk was waiting for Wiltshire Council to come back to her.

Resolved: The council approve the quotation of £1,755 from Complete Weed Control to undertake the parish weed spraying in spring.

489/24 Staffing:

a) Staffing Committee minutes of 10th March 2025:

Resolved: The Minutes of the Staffing Committee Meeting held on Monday 10th March 2025, were formally approved by the council and for the Chair to sign them as a correct record.

b) Confidential notes to accompany the Staffing Committee minutes of 10th March 2025:

Resolved: The confidential notes of the Staffing Committee meeting held on Monday 10th March, were formally approved by the council.

c) Staffing Committee recommendations of 10th March 2025.

Resolved 1: The recommendations contained in the Staffing Committee minutes of 10th March 2025, were formally approved with the following amendment:

Min.459/24d: A typo had been made on the hourly rate for the position; therefore, this needed to be changed from £13.85 to £12.85.

The Clerk explained that following a query at the Staffing Committee meeting, she had looked at the Inland Revenue guidance for mileage, and it did not specify that an employee's car insurance policy needed to be fully comprehensive in order to receive the £0.45 per mile rate.

Members highlighted that there was some discussion at the Staffing Committee meeting with regard to all staff members signing a confidentiality agreement. It was noted that this had not been included in the minutes of the meeting, and discussion took place on whether this was required. Members agreed that if this is not included in any other of the council's policies, an agreement should be signed.

Resolved 2: The parish council formally appoint Fiona Dey as Parish Officer, to start employment with the council on Tuesday 22nd April 2025.

Resolved 3: The council ask all staff members to sign a confidentiality agreement if it isn't already included in the staffing policies.

490/24C Partnership working:

a) Age UK Wiltshire:

Councillor Glover explained that the parish council previously agreed to have a tri-party service level agreement for year 3 of the Age UK project with the town council; however, no response had been received from them to date on this. As the contract starts from 1st April 25, a service level agreement has been drawn up between the parish council and Age UK only. It was noted that the town council had only budgeted £11,500 for the project, even though the project for the 2024/25 financial year for each council was £12,000 each (total project cost £24,000), as it is agreed that both councils would pay a 50% split for the project. The Clerk advised that the parish council had budgeted £12,300 for the 2025/26 financial year. Age UK has confirmed that the full project cost for the 2025/26 year would be £24,720, with both councils required to pay £12,360 each. It was noted that a cut in this amount by either

party would mean a cut in service. The Deputy Town Clerk had come back late this afternoon on this matter and advised that the town council would provide £11,500 to Age UK for the project for 2025/26, and they would need to apply to the town council for a grant for the rest of the funding. The Clerk explained that she had spoken to Age UK today, and it was felt that this was messy in the fact that they may not receive the grant from the town council for the additional funding, etc. If the parish council were paying the full amount requested and the town didn't, how would this work, for example, as it was felt unfair that the parish council contributed more to the project. After a discussion, members felt that the parish council should move ahead with the service level agreement between themselves and Age UK and let the town council have a separate one with Age UK. If the town council are unable to provide the full funding for the project, there will have to be a cut in service for town residents.

Resolved: The parish council approve to pay Age UK Wiltshire £12,360 for the Melksham Community Support project. The service level agreement to be signed.

b) Joint Emergency Plan:

Councillor Glover reported that the Clerk was due to meet with the Deputy Town Clerk in early March to discuss the emergency plan; however, this had been postponed. A second meeting was scheduled; however, this was also postponed as this was now being left for the new town council to consider after the election. The Clerk explained that following the legacy of Covid, both councils applied in June 2022 for some SSE funding for a fridge magnet to be produced for all residents with the emergency response phone number on it. The grant also covered the phone line, database, etc., which the parish council is paying for each month from the grant. The Clerk has tried on several occasions to have a conversation with the town council about this, with no resolution. After a discussion, members felt that the town council should be given one more chance to put it on their agenda for the new council to consider; otherwise, the parish council will undertake the emergency plan for their own residents on their own.

Resolved: The parish council wait one more time for the town council to put the Joint Melksham Emergency Plan on the agenda for consideration after the May election when the new council are in place. If this does not happen the parish council will have their own emergency plan for parish residents only.

c) Potential 3G pitch for the Melksham Community Area:

This item was held in closed session.

Councillor Glover reported that Wiltshire Council have identified in their Playing Pitch strategy that there is a need for two 3G pitches in the Melksham area. A pre-meeting was held with the parish and town councils, Wiltshire Council, the Football Foundation and Wiltshire FA. The Clerk explained that

the Football Foundation would provide two-thirds of the funding towards a 3G pitch, which is about £600,000, with the community required to pay the other c. £300,000. The Clerk explained that some of this funding was coming through in the s106 agreements for large housing developments in Melksham.

Resolved: The parish council encourage the football and rugby club and Future of Football to get together and discuss how the management of a 3G pitch would work/ form a partnership with the parish council facilitating this.

d) Wilts & Berks Canal Trust school programme:

Councillor Glover reported that the parish council had received some correspondence from the Wilts & Berks Canal Trust in relation to their school programme, which would involve volunteers going into schools and delivering lessons. The aim of the programme is to:

- People to go into schools and help plan education programmes, which could include visits to the canal, museums, libraries, outdoor learning teams and boat trips.
- With support, they would like people to go into schools to deliver lessons.
- They would like someone to coordinate the activities and perhaps train the volunteers.

They are looking for organisations who may wish to partner with them, which could take many forms, including co/delivering activities for children and families. Members considered this request; however, although they support the principle of additional education as proposed above in schools are unable to provide any practical help with this project.

Resolved: The parish council respond to the request and explain to the Wilts & Berks Canal that although they support the project in principle, they are unable to find a way to provide practical help with this project.

Meeting closed at 9.16 pm

Chairman, 14th April 2025

Appendix 1:

Survey

Thank you for notifying us of your current consultation on the Verification Document Checklist for planning applications. Please find the response of Melksham Without Parish Council. Whilst the thrust of recent Government legislation is to slim down and speed up the planning application process, the parish council feels it's even more important than ever that the documentation that forms part of the planning application process is complete, especially if more decisions are taken under delegated powers without the scrutiny of elected members and the ability for the community and parish councils to attend Planning Committee meetings to raise issues and concerns.

For outline/full planning applications:

Design and Access Statements are required for any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire. The parish council welcomes these Design and Access statements and would like to see more use of them for smaller applications, on a proportionate scale with say a side of A4 pulling together the main points and documentation included for small developments, rising to the ones for 20-50 pages we review on a regular basis for the larger developments. They are a really good snapshot and summary of the application and their use are welcomed, perhaps the submission of a proportionate Statement for dwellings 1-9?

Flood Risk Assessments are required when the development falls within Flood Zone 2 or 3 but the parish council would like to see them included when development is in an area that has experienced internal property flooding in previous years (15/20?) as we understand the drainage team are not consulted if less than 10 dwellings and therefore would not be aware to comment.

Transport assessments are required for over 100 houses and the parish council thinks the threshold for this should be set at least 20 dwellings. Wiltshire Council allocate the strategic sites in their Local Plan allocation policies, but that leaves smaller sites for allocation in Neighbourhood Plans for example, as these are smaller sites they do not have the scope for mobility hubs, and community infrastructure within the proposed development, and therefore the transport assessment is as important, if not more important, for smaller sites. With the probability of more speculative, rather than plan led development, due to the latest NPPF changes and uplift in housing numbers, then development is expected to come forward in sites that have not been previously considered in sustainable locations and most likely to be outside the settlement boundary. The transport assessments should also include the impact from construction traffic, which is impactful on local communities for developments of less than 100 dwellings. Transport assessments are required for retail/employment/leisure uses of 1000 square meters or more and for waste management facilities. The parish council wish to see infrastructure added to this list to cover solar farm installations, BESS installations, upgrades to the National Grid sub stations etc. There also needs to be a way of picking up the cumulative effect of neighbouring sites in construction management plans with many issues involving public projection, planning

enforcement and highways officers at Westlands Lane in Beanacre in the parish at present, with construction vehicles working on site in neighbouring fields and accessing off the same narrow weight limited rural road off the busy A350 for 2no. BESS sites, 1no. major solar farm site and several infrastructure upgrades at the National Grid substation. This has clearly impacted on the nearby trunk road, and had a big impact on the existing community and will do for some months, but would not be picked up under your current criteria for requiring Transport Assessments. The parish council note that a lot of transport assessments are not realistic, and some are economical with the truth – so it says a regular bus journey but not that it's not in the evenings or on a Sunday. They have very ambitious walking times to public transport sites, so for example, taking a route down a grass verge of an A road, and not the route that a pedestrian would actually take via a pavement. Can the Transport Assessments have some criteria that asks for more detailed information on timetables or frequency of bus/train journeys? And those walking routes are more realistic, and less “as the crow flies”?

Land Contamination Assessments are required for redevelopment of former petrol filling sites or commercial garages and for landfill sites and other brownfield sites where contamination is known or suspected. Does this cover previously developed land such as farms for example? As they do not meet the planning definition of brownfield. We are also aware of a site that came forward in the call for sites in the Melksham Neighbourhood Plan that was green fields that had diseased cattle buried following a pandemic, would these be covered by your current description of brownfield or landfill?

Functional and Viability Assessment are required for a proposal that includes an isolated dwelling in the countryside for agricultural, equestrian or other rural based enterprises. A professional assessment by independent expert/consultant on whether there is an essential need for a rural worker to live near their place of work in the countryside. The parish council queries if this is being put into practice now, as have reviewed a few of these applications in the parish, and don't recall ever seeing an independent assessment by a professional, just a statement of the applicant.

Noise impact assessments are required for industrial uses within class B2 (general industrial uses) and that are proposed within 10 metres of a boundary with a residential property or waste management facilities. It is also for proposed residential uses that are adjacent to or within close proximity of noise generating industrial uses. The parish council feels strongly that noise assessments should be required for solar farms, BESS and related infrastructure, as these do not fall under class B2. BESS are *suis generis* for example. These need to cover a much wider area than just 10 metres. As an example, the public protection team had to intervene during the installation of the BESS sites adjacent to the National Grid substation at Beanacre, but for the impact on dwellings in the neighbouring village of Whitley, some 150 metres away. There were noise issues from construction, but also necessitated the change in location of permanent equipment due to the noise impact on residents.

Ventilation/Extraction Details are required for proposed new restaurants, hot food

takeaways and public houses and other premises selling/serving hot food. The parish council note that they have very recently considered an application for a pet crematorium, and whilst these details were included, it looks like there was no requirement for them to be included with the planning application, and these wider uses should be considered.

Landscape and Visual Impact Appraisals are required for major development or waste management facilities within or adjacent to an area of outstanding natural beauty. The parish council queries why these assessments are only required for considering impact on areas of outstanding natural buildings – so for example, one has just been done for the large warehouse proposed outside the industrial area and settlement boundary of Bowerhill in the parish, but surely for the development of a large warehouse these should be requested as standard from the onset, the same for BESS and solar farm applications.

Statement of Community Involvement has a list of when required, and the parish council assumes that warehouses, factories, solar farms, BESS and related infrastructure would be included in the clause “other developments of 1000 sq. metres or more likely to generate significant public interest” but who decides whether they are likely to generate such interest? surely the industrial and renewable energy sites should have their own listing too. The recent warehouse planning application in the parish had over 100 people turn up at the parish council’s planning committee meeting and yet, they had not undertaken the information your list stipulates “submission of a report outlining what public consultation has been undertaken and how the results have been considered within the application” – they had undertaken pre app discussions with parish councils and Wiltshire Council but not the wider community.

Planning Obligations Draft Heads of Terms. The parish council thinks it’s important that they evolve throughout the planning application process, and that all parties, including the community and parish and town councils can see these documents on the online portal so that they can comment on them too.

Fire Statements are required involving buildings that are at least 18 metres (or 7 stories) tall containing 2 or more dwellings and for educational accommodation. The parish council queries why this does not apply to care homes, sheltered accommodation, hotels etc and for buildings as described that are 2-6 storeys high. Does the requirement for fire statements include any proposed changes following the Grenfell Inquiry?

Address and document checks

The parish council comments that on several occasions over the last few months, we have been unable to comment on a couple of applications because the address on the site plans/documentation has been different to the site address on the application form; and so therefore are not sure which one was correct. They also feel that on occasion the application title, and what is published, did not accurately reflect the site, and could have set hares running – in this example it published a BESS site address but was not related to that. So, whilst it’s not what is on the validation list per se, it’s a request that the checks are done on the information received to ensure

that they meet the standards required.

Date: 06/03/2025		Melksham without Parish Council Current Year				Page: 233		
Time: 09:46		Cashbook 1				User: MR		
		Current Account & Instant Acc				For Month No: 11		
Receipts for Month 11			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,454.53					6,454.53	
V4358-BACS	Banked: 03/02/2025	21.00						
V4358-BACS	Future of Football	21.00			1260	210	21.00	Inv.473- Hire of kitchen & gam
V4359-BACS	Banked: 17/02/2025	69.00						
V4359-BACS	Pilot FC	69.00			1210	210	69.00	Inv.484- 15th February match
V4360-BACS	Banked: 21/02/2025	69.00						
V4360-BACS	Staverton Rangers	69.00			1210	210	69.00	Inv.482-8th Feb Match
V4361-BACS	Banked: 24/02/2025	8.47						
V4361-BACS	BASRAG	8.47			1130	110	8.47	Inv.486-Photocopying
V4362-BACS	Banked: 25/02/2025	64,763.52						
V4362-BACS	Wiltshire Council	64,763.52			1170	400	64,763.52	Inv.480- Davey P/A S106 mainte
					356		64,763.52	Inv.480- Davey P/A S106 mainte
					6001	400	-64,763.52	Inv.480- Davey P/A S106 mainte
	Banked: 26/02/2025	35,500.00						
V4345-TRAN	Unity Bank	35,500.00			220		35,500.00	Transfer from Unity to Lloyds
Total Receipts for Month		100,430.99	0.00	0.00			100,430.99	
Cashbook Totals		106,885.52	0.00	0.00			106,885.52	

Continued on Page 234

Date: 06/03/2025

Melksham without Parish Council Current Year

Page: 234

Time: 09:46

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 11

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/02/2025	Water2Business	V4353-DD	281.05			4322	220	281.05	Inv.047-Pavilion water charges
17/02/2025	Daisy (Onebill)	V4354-DD	51.85		8.64	4384	220	43.21	Inv.602-Pavilion line & wifi
17/02/2025	Daisy (Onebill)	V4355-DD	60.11		10.02	4384	220	50.09	Inv.606-Pavilion line & wifi
17/02/2025	Daisy (Onebill)	V4354-DD	-51.85		-8.64	4384	220	-43.21	ERROR WRG CB
17/02/2025	Daisy (Onebill)	V4354-DD	51.85		8.64	4190	120	43.21	Inv.605-Office line & wifi
27/02/2025	Lamplight	V4356-DD	57.00		9.50	4686	170	47.50	Inv.532-Database hosting
28/02/2025	Lloyds Bank	V4358-SERV	8.50			4140	120	8.50	Service Charge
Total Payments for Month			458.51	0.00	28.16			430.35	
Balance Carried Fwd			106,427.01						
Cashbook Totals			106,885.52	0.00	28.16			106,857.36	

Date: 06/03/2025

Melksham without Parish Council Current Year

Page: 245

Time: 09:46

Cashbook 2

User: MR

Unity Bank

For Month No: 11

Receipts for Month 11

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 :	18,519.80					18,519.80	
V4350-INTE	Banked: 04/02/2025	2,311.32						
V4350-INTE	CCLA	2,311.32			1080	110	2,311.32	Interest
	Banked: 24/02/2025	68,000.00						
V4344-TRAN	CCLA	68,000.00			240		68,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		70,311.32	0.00	0.00			70,311.32	
Cashbook Totals		<u>88,831.12</u>	<u>0.00</u>	<u>0.00</u>			<u>88,831.12</u>	

Continued on Page 246

Date: 06/03/2025		Melksham without Parish Council Current Year				Page: 246			
Time: 09:46		Cashbook 2				User: MR			
		Unity Bank				For Month No: 11			
Payments for Month 11					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/02/2025	Grist Environmental	V4352-BACS	127.46		21.24	4770	220	106.22	Inv.767- B'hill waste away
07/02/2025	Berryfield Village Hall Trust	V4348-BACS	37.50			4200	120	37.50	Hall hire- Planning meeting
11/02/2025	CCLA	V4347-TRAN	13,000.00			240		13,000.00	Transfer from Unity to CCLA
17/02/2025	Lloyds Bank PLC	V4346	340.06		56.17	4175	120	24.97	Adobe subscription
						4190	120	68.60	Office 365 subscription
						4190	120	36.90	Office phone charges
						4190	120	30.90	Office 365- officers
						4175	120	5.50	Council website web hosting
						4150	120	9.06	Whiteboard pens
						4200	120	12.99	Zoom subscription
						4150	120	14.58	Pens
						4150	120	13.79	A4 Pads
						4150	120	4.57	Batteries
						4370	120	13.27	Antibacterial spray
						4150	120	12.63	Magnets and pens
						4721	220	21.12	Locks for goal posts
						4150	120	6.02	Batteries
						4688	170	5.99	MCS Phone line
						4140	120	3.00	Monthly Fee
18/02/2025	EDF Energy	V4349-DD	122.56		5.84	4302	220	116.72	Inv.04- Pavilion Electricity
26/02/2025	Agilico	V4327-BACS	43.36		7.23	4150	120	36.13	Inv.875-Office photocopying
26/02/2025	Aquasafe Environmental Ltd	V4328-BACS	150.00		25.00	4212	220	125.00	Inv.250201-Feb PPM visit
26/02/2025	Bowerhill Village Hall	V4329-BACS	57.50			4200	120	57.50	Hire of room- Planning meeting
26/02/2025	Infinity Playgrounds	V4330-BACS	2,202.00		367.00	4575	142	1,835.00	Inv.381-Replacement springer S
26/02/2025	JC Combustion Services Ltd	V4331-BACS	300.00		50.00	4212	220	250.00	Inv.4102-Call out- water heat
26/02/2025	Jens Cleaning	V4332-BACS	141.00			4381	220	141.00	Inv.1086-Changing room cleanin
26/02/2025	JH Jones & Sons	V4333-BACS	2,376.56		396.09	4402	320	69.47	Inv.4828-Allotment grass cutti
						4400	142	477.98	Inv.4828-Play Area grass cutti
						4780	142	187.84	Inv.4828-Play Area bin emptyin
						4781	220	91.92	Inv.4828-JSF bin emptying
						4401	220	856.84	Inv.4828-JSF Pitch Maintenance
						4409	142	188.65	Inv.4828- Hornchurch grass cut
						4405	220	49.44	Inv.4828-JSF Hedge
						4820	142	37.50	Inv.4828-Shumhold Fields gras
						347	0	-37.50	Inv.4828-Shumhold Fields gras

Continued on Page 247

Date: 06/03/2025

Melksham without Parish Council Current Year

Page: 247

Time: 09:46

Cashbook 2

User: MR

Unity Bank

For Month No: 11

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
							6000 142	37.50	Inv.4828-Shurnhold Fields gras
							4402 320	20.83	Inv.4828-BSF Hedge cut
26/02/2025	JH Jones & Sons	V4334-BACS	694.80		115.80	4540 142		579.00	Inv.4798-SID Deployment
26/02/2025	Kanconnections	V4335-BACS	300.00		50.00	4049 142		30.00	Inv.1683-PIR Light Whitley R d
							4721 220	220.00	Inv.1683-Pavilion CCTV repair
26/02/2025	Wiltshire Publication	V4336-BACS	59.52		9.92	4230 120		49.60	Inv.460- Grant Advert
26/02/2025	HM Revenue & Customs	V4337-BACS	2,824.17			4041 130		993.67	Period 11- February 2025
						4000 130		887.20	Period 11- February 2025-T
						4000 130		285.17	Period 11- February 2025-NI
						4010 130		276.80	Period 11- February 2025-T
						4010 130		122.73	Period 11- February 2025-NI
						4010 130		27.00	Period 11- February 2025
						4460 142		201.80	Period 11- February 2025-T
						4800 320		11.00	Period 11- February 2025-T
						4070 120		18.80	Period 11- February 2025-T
26/02/2025	Wiltshire Pension Fund	V4338-BACS	2,217.58			4045 130		1,667.74	Period 11- February 2025
						4000 130		400.08	Period 11- February 2025
						4010 130		149.76	Period 11- February 2025
26/02/2025	John Glover	V4343-BACS	28.20			4070 120		28.20	February 2025 Chairs allowance
26/02/2025	Current Account & Instant Acc	V4345-TRAN	35,500.00			200		35,500.00	Transfer from Unity to Lloyds
28/02/2025	Teresa Strange	V4339-BACS	██████		6.60	4000 130		██████	February 2025 Salary
						4070 120		43.48	Dec Full Council refreshments
						4070 120		88.10	Drinks for chairs allowance
						4230 120		306.73	Parish officer role advertisin
						4065 130		35.00	Eye screening
						4190 120		4.42	Feb out of hours mobile
28/02/2025	Marianne Rossi	V4340-BACS	██████			4010 130		██████	February 2025 Salary
28/02/2025	Terry Cole	V4341-BACS	██████			4460 142		██████	February 2025 Salary
						4050 142		47.50	February Travel allowance
						4051 142		33.75	Mileage x75
28/02/2025	David Cole	V4342-BACS	██████			4800 320		██████	February 2025 Salary
28/02/2025	Unity Trust Bank	V4351-BACS	9.45			4140 120		9.45	Service charge

Total Salaries for February 25

£7,120.94

Continued on Page 248

Date: 06/03/2025		Melksham without Parish Council Current Year			Page: 248
Time: 09:46		Cashbook 2			User: MR
		Unity Bank			For Month No: 11
Total Payments for Month	68,218.24	0.00	1,110.89	67,107.35	
Balance Carried Fwd	20,612.88				
Cashbook Totals	<u>88,831.12</u>	<u>0.00</u>	<u>1,110.89</u>	<u>87,720.23</u>	

Date: 06/03/2025

Melksham without Parish Council Current Year

Page: 139

Time: 09:46

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 11

Receipts for Month 11		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		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Continued on Page 140

Date: 06/03/2025

Melksham without Parish Council Current Year

Page: 140

Time: 09:46

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 11

Payments for Month 11

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: 06/03/2025

Melksham without Parish Council Current Year

Page: 45

Time: 09:46

Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 11

Receipts for Month 11

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 :	13,823.13					13,823.13	
--	-----------------------	-----------	--	--	--	--	-----------	--

Banked:		0.00						
			0.00				0.00	

Total Receipts for Month		0.00	0.00	0.00			0.00	
---------------------------------	--	------	------	------	--	--	------	--

Cashbook Totals		<u>13,823.13</u>	<u>0.00</u>	<u>0.00</u>			<u>13,823.13</u>	
------------------------	--	------------------	-------------	-------------	--	--	------------------	--

Receipts for Month 11			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		577,000.00					577,000.00	
Banked: 11/02/2025		13,000.00						
V4347-TRAN	Unity Bank	13,000.00			220		13,000.00	Transfer from Unity to CCLA
Total Receipts for Month		13,000.00	0.00	0.00			13,000.00	
Cashbook Totals		590,000.00	0.00	0.00			590,000.00	

Date: 06/03/2025

Melksham without Parish Council Current Year

Page: 22

Time: 09:46

Cashbook 5

User: MR

CCLA

For Month No: 11

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/02/2025	Unity Bank	V4344-TRAN	68,000.00			220		68,000.00	Transfer from CCLA TO Unity
Total Payments for Month			68,000.00	0.00	0.00			68,000.00	
Balance Carried Fwd			522,000.00						
Cashbook Totals			<u>590,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>590,000.00</u>	