

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 8th December 2025 at**

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

Present: David Pafford (Acting Chair of Council), John Doel (Acting Vice-Chair of Council), Alan Baines, Martin Franks, Mark Harris, Mark Blackham, Peter Richardson, Anne Sullivan and Richard Wood.

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

In attendance: Wiltshire Councillor Nick Holder.

On Zoom: Councillor Chris Griffiths joined via Zoom as an observer.

350/25 Welcome, Announcements & Housekeeping:

Councillor Pafford welcomed everyone to the meeting. As there were no new members of the public present, the housekeeping messages were not read out.

351/25 To receive Apologies and approval of reasons given

Resolved: To accept apologies received from Councillors Hemmings and Haffenden who were both on holiday.

352/25 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.

353/25 To consider holding items in Closed Session due to confidential nature

Resolved: Agenda items 8c (planning appeals), 8d (cumulative impact) and the details of the quote in 13a (traffic islands) to be held in closed session under Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda item 8c: Legal proceedings

Agenda item 8d: Start of negotiations

Agenda item 13a: Commercially sensitive

354/25 Public Participation

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

Wiltshire Councillor Holder highlighted two proposals related to future waste service delivery, which were being discussed by Wiltshire Council Cabinet the next day (Tuesday 9th December 2025). The first was to consider a change to the frequency of residual waste collections from fortnightly to three-weekly, and the second to reintroduce a booking system for Household Recycling Centres,

including the one in Bowerhill. Wiltshire Councillor Holder suggested that the parish council may want to respond or that responses could be made by individuals. He personally felt that a booking system was not needed at the Household Recycling Centre in Bowerhill.

Wiltshire Councillor Holder also provided an update that the drainage work on the Pathfinder Place school site is due to be completed on Friday (12th December 2025), including clearing the site. He explained that the drainage system and profiling was to move water away from Maitland Place towards the attenuation pond. He also commented that more drainage work may be required when the school is built on the site.

Wiltshire Councillor Holder also told members that landscaping of the Public Open Space on Pathfinder Way is due to complete in about one week and will be followed by a Wiltshire Council inspection before Christmas.

Councillor Harris asked about whether the work included completing work on the bus shelters on Pathfinder Way. Wiltshire Councillor Holder explained that the work on the bus shelters was part of the Highways work, and not part of the work on the Pathfinder school site.

The meeting reconvened.

355/25 Full Council

- a) **Resolved:** To approve and for the Chair to sign the Full Council minutes of 17th November 2025.
- b) **Resolved:** To note that the Annual Parish Meeting on Monday 27th April 2026 will be held at Melksham Rugby Club (Oakfields).
- c) **Resolved:** To note the parish council office will be closed from 19th December 2025 to Monday 5th January 2026 for the Christmas break.

356/25 Planning

- a) **Resolved:** To approve and for the Chair to sign minutes of the Planning Committee Meeting held on Monday 24th November 2025.
- b) **Resolved:** To approve the notes of the meeting held with Corsham Cricket club on 10th November 2025.
- c) **Planning Appeals** – discussed in closed session at the end of the meeting

The Clerk provided an overview of the meetings and discussions held to date regarding the planning appeals for Snarlton Farm and Woodrow Road. She also explained the difference between being an interested party at the appeals and being a Rule 6 party. She noted that as a Rule 6 party the parish council would need to engage a barrister and provided indicative costs; this would also be resource intensive in terms of officer time to prepare documentation and may already be too late in the process to be applicable. The Clerk had met with the Wiltshire Council defence team with Councillor Pafford and Councillor Wood to discuss; and separately a barrister with Councillor Pafford. The recommendation of the Clerk and Councillor Pafford was that the parish council be an interested party.

Resolved 1: Melksham Without Parish Council to be an interested party for both the Snarlton Farm and Woodrow Road planning appeals and to NOT be a Rule 6 party.

Resolved 2: To approve the recommendation contained in the Planning Committee Meeting minutes of 24th November 2025 to progress the Appeals Plan

with Place Studios and to agree the quotation for an initial £1,994 (excluding VAT) for Place Studios to attend meetings and draft representations, and to approve in principle further costs to be incurred for Vaughan Thompson (from Place Studios) to attend the Appeal Hearings.

It was noted that Melksham Town Council has agreed to pay 50% of the cost of using Place Studios.

Resolved 3: To give the Clerk delegated powers to spend up to an additional £2000 excluding VAT, on hearing associated costs - this could include costs for Place Studio to meet with a barrister.

d) Cumulative Impact of proposed energy schemes

It was noted that the Community Action Whitley and Shaw (CAWS) slides circulated prior to the meeting were confidential at this stage.

Councillor Richardson (Chair of CAWS) provided a summary of the work undertaken by CAWS on the cumulative impact of current and proposed energy schemes. He explained that CAWS have been gathering information on cumulative impact since early in 2024. The cumulative impact discussions currently include BESS schemes, solar farms, connections into Melksham substation (cable runs), National Grid projects at Melksham substation and Future Energy Landscape candidates.

Councillor Richardson explained that the slides, together with the evidence base and a report, will be used to inform a number of meetings:

- A meeting with Future Energy Landscapes and Wiltshire Council's Climate team, who ran the Corsham Community Energy Workshop – which was held on Thursday 28th November 2025
- A meeting with Wiltshire Council Planning - requested but not scheduled
- A meeting with Wiltshire Council Highways - requested but not scheduled

Councillor Richardson also noted that the slides and other documents are still subject to change as new information emerges. He highlighted that the latest version of the slides (produced after the set circulated) contained Cumulative Impact pathways, improved risk methodology, incorporated Environment Agency research and updated recommendations.

Members were impressed and complimentary about the work on Cumulative Impact from Councillor Richardson and from CAWS. Councillor Pafford commented that he felt Wiltshire Council should be doing this type of review. It was acknowledged that this is a national problem and needs to be better managed in the planning system.

Resolved: To support and endorse the work of CAWS on Cumulative Impact.

e) Studley Solar Farm update

It was noted that the solar farm is not in the parish, but in the neighbouring parish of Atworth. However, as it will connect into the National Grid sub-station in Beanacre, the cable routes will go through Shaw and Whitley.

Councillor Richardson commented that the Environment Agency have submitted an objection to application PL/2025/07349 (for variation of conditions) as the main

application PL/2021/08690 was approved in 2022. They did this as their national position on Battery Energy Storage Systems (BESS) has been updated.

Councillor Richardson reported that CAWS had submitted updated comments on both PL/2025/07349 (for variation of conditions) and PL/2025/05856 (cable laying) following the change in stance from the Environment Agency. This was time sensitive and so considered further at this meeting rather than wait for the next Planning Committee meeting past the deadline.

Councillor Richardson also reported that he had attended a public consultation event held in Atworth about the planned solar farm. He was concerned that the representative from the solar farm company at the event had no understanding of BESS risks, denied that a toxic cloud could be released in the event of fire, and disputed the current guidance on managing the fire risk.

Resolved: To submit comments on PL/2025/07349 (for variation of conditions) and PL/2025/05856 (cable laying) endorsing CAWS comments, and to thank CAWS for their ongoing work.

357/25 Community Governance Review

a) Devizes Area Community Governance Review **i) Bromham**

Members noted that the boundary between the parishes of Melksham Without and Bromham currently goes through Sandridge Farm, splitting the existing farm dwellings from the proposed development of 6 dwellings in former Sandridge Bacon agricultural buildings (PL/2025/05137). Members felt that these dwellings should be part of a single community and made two proposals to be submitted to Wiltshire Council as part of their Community Governance Review.

Resolved 1: To move the boundary so that Melksham Without Parish includes all the dwellings on Brick Lane (option A).

The option A proposal would mean that the dwellings and residents on Brick Hill would all be in the same parish. The dwellings are separate from the main Bromham and Westbrook settlements, and have more synergy with the dwellings in Sandridge Lane, which are in Melksham Without. The change would better reflect the identity and interests of the wider “Sandridge” community and would ensure more effective and convenient local governance for residents by being represented by one parish council, one Wiltshire Councillor and being in the same Area Board.

The exact line of the boundary would need to be defined based on the best features on the ground.

Resolved 2: If option A is not acceptable, then Brick Hill to be used as the boundary between the parishes.

The parish council’s Option B proposal is for the boundary line to be redrawn on the permanent feature on the ground, which is Brick Hill i.e. to the north of the current boundary.

This would mean that the proposed development of 6 dwellings in former Sandridge Bacon agricultural buildings would be in the same parish and Area Board as the main Sandridge Farm dwellings. (NB: the Officer Delegated Report for PL/2025/05137 details a good description of the relationship and history of the buildings on the site).

This new boundary proposal would provide a good visual boundary marker but would move 4/5 other dwellings on the south side of Brick Hill into Melksham Without Parish, while dwellings on the north side of Brick Hill, would remain in Bromham (a different parish and Area Board).

Wiltshire Councillor Holder left at 7:41pm

ii) **Seend**

Members noted that the Bowerhill Residents Action Group (BRAG) picnic area is designated as a Local Green Space in the Seend neighbourhood plan. Members were unsure whether the designation would transfer if the boundary changed.

Resolved To not propose any changes to the boundary.

iii) **Rowde** – no changes proposed

b) **Resolved:** To note the elector and dwelling figures for Melksham Without and Parish Council and Melksham Town Council.

Councillor Harris questioned why Bowerhill wasn't designated as a large village based on number of residents. The Clerk explained that the designation of large village is used for planning purposes and for planning it is considered part of the "Melksham and Bowerhill" settlement.

Resolved: Officers to provide a break down of the number electorate in each of the villages in the parish.

358/25 Finance

- a) **Resolved:** To note Receipts & Payments reports for November 2025.
- b) **Resolved:** For Councillors Blackham and Pafford to be cheque signatories/online authority for December.
- c) **Resolved:** To transfer £10,000 from CCLA to the Unity current account to enable the December payment run. Councillors Pafford and Doel to sign the bank transfer paperwork straight after the meeting.
- d) **Resolved:** To note the Tax Base for precept setting for 2026/27 was 2990.29.
The Clerk confirmed that the Finance Committee members would receive a copy of the draft budget for review prior to Christmas
Resolved: The Clerk to provide training to Councillors Blackham and Griffiths on the MWPC budget.
- e) **Resolved:** To note the Sandridge Solar farm community benefit for 2025/26 of £18,832.90 has been received.
- f) Members considered the request from Melksham Town Council to support their events programme for 2026.

Members assumed that funding for Remembrance and the Christmas Lights events will contribute to the required road closures, first aid provision, Christmas lights switch on event etc, and therefore were happy to agree a contribution.

Resolved 1: To make a contribution of £2500 to Melksham Town Council for Remembrance and Christmas Lights.

Members were disappointed that the Parish Council's £2000 contribution to the 2025 Christmas Lights switch on had not been acknowledged by Melksham Town

Council, as it has been for other sponsors (i.e. on social media or on banners around the Christmas Tree). Going forward, the parish council is asking to be recognised along with the other sponsors.

Members felt that they needed more details from Melksham Town Council on the other planned projects. They also felt that if they are contributing to holiday activities for town and parish residents then at least one or two sessions should be in the parish for example at Bowerhill or Shaw Playing Fields.

Resolved 2: To request more detail on the Arts Fringe Festival and the Holiday Activities in order to make an informed decision about making a contribution

Resolved 3: To agree a £5000 contribution towards the Market Place toilets for the financial year 2026/27.

g) **Resolved:** To approve the Gold package option for renewal of the Rialtas Software (accounting software)

359/25 Asset Management

a) **Resolved:** Members kindly agreed the following play area inspections and allotment inspections over the Christmas period whilst the groundsmen were on leave.

Area	w/c 22 nd December	w/c 29 th December
Bowerhill Pavilion Legionnaires Flush down, Fire and Emergency Light testing	Clerk	Clerk
Bowerhill Playing Field and basketball court	Clerk	Clerk
Kestrel Court Play area, Bowerhill	Mark Harris	Mark Harris
Hornchurch Road MUGA/basketball court, and play area	Mark Blackham	Mark Blackham
Berryfield Play area, teen shelter and MUGA	Richard Wood	Richard Wood
Shaw Play area and MUGA	Peter Richardson	Peter Richardson
Beanacre Play area	Peter Richardson	Peter Richardson
Berryfield Allotments	Martin Franks	Martin Franks
Briansfield Allotments	Martin Franks	Martin Franks
Whitworth Play Area at Bowood View	Richard Wood	Richard Wood
Davey Play Area at Pathfinder Place	David Pafford	David Pafford

- b) The Clerk provided an update on the Shurnhold Fields projects. She explained that prior to work starting on the 17th November, damage was caused to the grass by a vehicle. The damage is believed to be caused by a resident using the field to enable deliveries / access the rear of their garden. The Clerk shared photos showing the significant depth of the ruts.

The Clerk also noted that the shed has been relocated as in its planned location it would have been in the treeline. It has been relocated to outside the carpark. Photos were shared of the bund that has been created. It was noted that this can be seeded for grass or wildflowers once the soil has settled and dried out.

The Clerk explained that she is still working on the installation of a water connection but is finding that Wessex Water systems are unhelpful.

- c) Discussed in closed session at the end of the meeting.

Resolved: To note that Melksham Without Parish Council officers have exercised the council's right to access their land at Berryfield via the footpath to the side of Berryfield Allotments. Photographic evidence was provided.

- d) **Resolved:** To approve the quotation of £4,753 (excluding VAT) from J H Jones for seeding pitches at Bowerhill Sports Field, this will be funded by the Football Foundation grant. It was noted that this was outside of the main grasscutting contract.
- e) Members felt that the quotation for repainting the bus shelters at Shaw with anti-graffiti paint was excessively high.

Resolved: To ask the contractor to provide a detailed breakdown of the proposed costs and to get alternative quotations for the repainting work.

360/25 IT Working Party

- a) **Resolved:** To approve and for the Chair to sign the notes of the IT Working Party held on 28th November 2025.
- b) **Resolved:** The recommendations contained in the IT Working Party notes of 28th November 2025 were formally approved.
- c) Members were happy with the progress made so far on the specification for a new website but feel that there is more work to be done on the weighting criteria for assessing quotations.
- Resolved.** The IT working party to continue developing the specification and selection weighting criteria for a new website.

361/25 Highways, Footpaths and Streetscene

- a) It was noted that the Traffic Order for Waiting restrictions (double yellow lines) has now been approved and that the work has been scheduled to start in March 2026 after the worst of the winter weather.
- b) **Resolved:** To defer consideration of the removable traffic islands until January 2026.

Members expressed that they want to see a plan of the proposed location and more understanding of what is being proposed and the costs. It was noted that Wiltshire Councillor Holder should be kept informed.

- c) **Resolved:** To approve the proposed comments for submission to the LHFIG survey. Copy attached at end of Minutes.
- d) The Clerk provided feedback from the Parking Plan Engagement session that she attended on-line. She explained that there would be a consultation in the New Year but the engagement sessions were being held now to identify anything to be added to the consultation.

The Clerk highlighted a couple of the points raised. It is proposed that the period when parking charges apply will be extended to between 7am and 7pm and will include Sundays. She also noted that Devizes intend to introduce No overnight parking in their carparks. Members discussed the situation of caravans and motorhomes being parked on residential and industrial estate roads. The Clerk questioned whether members wanted to raise the campervan at Berryfield and the caravan at Bowerhill as illegal encampments to enforcement.

Resolved: No action to be taken, at this time, about the campervan at Berryfield and the caravan at Bowerhill.

362/25 Partnership Working

- a) East of Melksham Community Centre

The Clerk explained that Melksham Town Council (MTC) are interested in collaborating with Melksham Without to send letters to residents in the east of Melksham with the aim of understanding their preferences and needs; which the parish council assume is with regards to the options for East of Melksham Community Centre provision:

- One large community centre on the Blackmore Farm Development
- or two smaller community centres – one on the Blackmore Farm Development and one on Angelica Avenue.

Melksham Town Council had asked if Melksham Without Parish Council would be supportive of a joint letter and distribution effort.

Members discussed the subject extensively raising a numbers of points:

- Frustration that Melksham Town Council have been unable to make a decision on providing 1 large community centre or 2 smaller community centres since they were first asked in early 2024. The parish council have raised this a number of times, and have been advised that it will be on Town Council meeting agendas. Members of the parish council were asked to attend the town council meeting in March 2025 for this decision, when this item was deferred and advised that it would be on the first meeting of the new council after the elections. It has since been discussed in September and October meetings.
- Concern that further consultation will delay Melksham Town Council making a decision. The town council have recently undertaken a survey of residents to inform their future planning, and included topics on parks, play areas, the Blue Pool site, but did not take the opportunity to ask about the East of Melksham community centre then.
- The cost of writing a letter to East Melksham ward residents (2,390 residents) would cost £4,063 for 1st class stamps, £2,079 for 2nd class stamps which the parish council think could be better spent on other Community Centre project elements. Members discussed if the Melksham

News could be used to ask for responses, but there is a concern that residents will have “survey fatigue” and nothing new will be learnt

- Concern that a pre-application meeting is being held on 10th December to discuss Reserved Matters for Blackmore Farm but the scope and scale of the East of Melksham community centre project is not defined.
- Concerns that funding plans cannot be defined to inform the Budget/Precept decisions for 2026/27 i.e. will Melksham Town Council be contributing Community Infrastructure Levy (CIL) and s106 funding from Hunters Wood/The Acorns to a large community centre at Blackmore Farm or be using the money to build a community centre on Angelica Avenue. Initial work on this project for the Blackmore Farm site will be in 2026/27.
- Some members expressed support for the efforts being made by Melksham Town Council and their desire to work collaboratively

Resolved 1: Members do not support the MTC proposal to send a letter to the residents in the East of Melksham as they believe that a consultation has already been completed, do not believe that further consultation will provide additional/different information, and therefore believe that the cost is unnecessary.

Resolved 2: Members welcome representatives from MTC to attend the next parish council meeting (Mon 26th Jan) and explain their views and the town council’s current position on one or two community centres.

Resolved 3: Members reiterated their continued support for one large community centre on the Blackmore Farm development, as per Wiltshire Council’s local plan site allocation which is a current live planning application and would like to move forward with a joint statement in the Melksham News that the town and parish council are working collaboratively on a large, single community centre on the Blackmore Farm site.

b) Cemetery Provision

As it had not been possible to arrange a working party meeting with Melksham Town Council, members considered potential options so that they can be considered in the budget for 2026/27 and prior to the cemetery reaching capacity and closed to new burials.

Resolved: The parish council’s position is:

To write to Wiltshire Council asking them to reverse their decision to not provide a cemetery extension (to provide capacity for the next 3 years), and ask them to fulfil this obligation. If this is not successful, to fund the extension to the current Cemetery using money from the joint Community Infrastructure Levy (CIL) fund (held between Melksham Without Parish Council and Melksham Town Council)

c) Wiltshire Climate Alliance.

Members noted a proposal from the Wiltshire Climate alliance seeking partnership and support for grant funding applications they were making. It was noted that it seeking support across Wiltshire to partner with the Climate Alliance not the Parish Council specifically.

The Clerk highlighted that the option to outreach to disadvantaged communities on energy advice is already being undertaken by National Energy Action's Benefits Advice and Support Service (www.nea.org.uk/get-help).

Resolved: To note the option to develop a network of nature enhanced inter-urban greenways across and beyond Wiltshire.

363/25 Police and Crime Commissioner (PCC)

Resolved: To note the replacement for the Police and Crime Commissioner model with a new policing and crime board.

Meeting closed at 9.47 pm

Chairman, 8th December 2025

Date: 02/12/2025

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Time: 13:45

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,587.89					5,587.89	
V4837-BACS	Banked:03/11/2025	71.00						
V4837-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Inv.529-2nd November match
V4838-BACS	Banked:10/11/2025	71.00						
V4838-BACS	Pilot FC	71.00			1210	210	71.00	Inv.525- Match 8th November
V4839-BACS	Banked:11/11/2025	20.00						
V4839-BACS	Staverton United	20.00			1320	310	20.00	Briansfield 1a rent
V4840-BACS	Banked:12/11/2025	40.00						
V4840-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield 17a rent
V4841-BACS	Banked:13/11/2025	80.00						
V4841-BACS	Allotment Holder	80.00			1320	310	80.00	Briansfield plot 27 rent
V4842-BACS	Banked:17/11/2025	40.00						
V4842-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 5 rent
V4843-BACS	Banked:17/11/2025	40.00						
V4843-BACS	Allotment Holder	40.00			1320	310	40.00	Briansfield plot 5 rent
V4844-BACS	Banked:20/11/2025	40.00						
V4844-BACS	Allotment Holder	40.00			1310	310	40.00	Berryfield 11b rent
V4844-BACS	Banked:27/11/2025	8.47						
V4844-BACS	BASRAG	8.47			1130	110	8.47	Inv.535- Photocopying xmas fly
Total Receipts for Month		410.47	0.00	0.00			410.47	
Cashbook Totals		5,998.36	0.00	0.00			5,998.36	

Date: 02/12/2025

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/11/2025	Daisy (Onebill)	V4833-DD	63.85		10.64	4190	120	53.21	Inv.79-Office wifi & line
17/11/2025	Daisy (Onebill)	V4834-DD	72.11		12.02	4384	220	60.09	Inv.80-Pavilion wifi & line
21/11/2025	EDF Energy	V4835-DD	98.60		4.70	4312	220	93.90	Inv.05-Pavilion Gas
27/11/2025	Lamplight	V4836-DD	57.00		9.50	4686	170	47.50	Inv.98-Lamplight database
Total Payments for Month			291.56	0.00	36.86			254.70	
Balance Carried Fwd			5,706.80						
Cashbook Totals			5,998.36	0.00	36.86			5,961.50	

Receipts for Month 8			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		22,560.32					22,560.32	
V4829	Banked: 04/11/2025	2,404.83						
V4829	CCLA Investment Management	2,404.83			1080	110	2,404.83	Interest
V4830-SOLA	Banked: 21/11/2025	18,832.90						
V4830-SOLA	Sandridge Solar Power Ltd	18,832.90			1140	110	18,832.90	Sandridge Solar Farm funding
	Banked: 21/11/2025	27,000.00						
V4831-TRAN	CCLA	27,000.00			240		27,000.00	Transfer CCLA TO Unity
Total Receipts for Month		48,237.73	0.00	0.00			48,237.73	
Cashbook Totals		70,798.05	0.00	0.00			70,798.05	

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2025	Grist Environmental	V4826-DD	97.87		16.31	4770	220	81.56	Inv.432-Pavilion waste collect
17/11/2025	CCLA	V4797-TRAN	5,000.00				240	5,000.00	Transfer from Unity TO CCLA
17/11/2025	Cleveland Site Safe	V4798-BACS	5,184.00		864.00	4820	142	4,320.00	Inv.7182-Part payment-Shed SHF
						347	0	-4,320.00	Inv.7182-Part payment-Shed SHF
						6000	142	4,320.00	Inv.7182-Part payment-Shed SHF
17/11/2025	Lloyds Bank PLC	V4827-DD	914.11		121.74	4175	120	72.45	Office 365 for Councillors
						4175	120	273.89	Avast security for Laptops
						4250	120	14.00	Land search-Footpath ROW
						4175	120	24.97	PDF Pro subscription
						4175	120	30.90	Office 365 for officers
						4351	120	45.83	Microwave for office
						4175	120	6.33	MWPC Website hosting
						4575	142	90.73	Caretaker items
						4370	120	3.21	Washing up liquid
						4200	120	12.99	Online meeting subscription
						4820	142	166.80	Admin-SHF water connection
						347	0	-166.80	Admin-SHF water connection
						6000	142	166.80	Admin-SHF water connection
						4686	170	5.99	MCS Phonenumber
						4190	120	41.28	Office phone charges
						4140	120	3.00	Monthly fee
18/11/2025	EDF Energy	V4832-DD	151.84		7.23	4302	220	144.61	Inv.13- Pavilion electricity
21/11/2025	Cleveland Sitesafe	V4799-BACS	5,184.00		864.00	4820	142	4,320.00	Inv.7188-Part payment-Shed SHF
						347	0	-4,320.00	Inv.7188-Part payment-Shed SHF
						6000	142	4,320.00	Inv.7188-Part payment-Shed SHF
25/11/2025	Wiltshire Council	V4800-BACS	190.00			4110	120	190.00	Berryfield uncontested electio
25/11/2025	Wiltshire Council	V4801-BACS	290.00			4110	120	290.00	Uncontested election S&W, Bean
25/11/2025	Wiltshire Council	V4802-BACS	580.00			4110	120	580.00	Bowerhill uncontested election
25/11/2025	Atkinson Bookbinders Ltd	V4803-BACS	1,646.00		6.00	4160	120	1,640.00	Inb.210- Book binding x14 book
25/11/2025	Agilico	V4804-BACS	81.93		13.65	4130	120	68.28	Inv.568- Office photocopying
25/11/2025	Aquasafe Environmental Ltd	V4805-BACS	1,620.00		270.00	4212	220	140.00	Inv103- Nov PPM visit
						4721	220	720.00	Showerhead supply & fit

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Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
							4721 220	490.00	Inv103- 2x replacement taps
25/11/2025	Arlen Signs LTD	V4806-BACS	1,174.80		195.80	4722 320		979.00	Berryfield allotment Noticeboa
25/11/2025	Community Heartbeat Trust	V4807-BACS	198.00		33.00	4049 142		165.00	Inv.403-Berryfield V Hall defl
25/11/2025	Core Clean	V4808-BACS	750.00			4600 142		750.00	Inv.1070-Bus shelter clean
25/11/2025	Core Clean	V4809-BACS	250.00			4751 220		250.00	Pavilion window & skylight cle
25/11/2025	JH Jones & Sons	V4810-BACS	78.00		13.00	4722 320		65.00	Inv.5557-Hedge cut back Brians
25/11/2025	Jens Cleaning	V4811-BACS	462.00			4381 220		462.00	Inv.1091-Pavilion cleaning
25/11/2025	JH Jones & Sons	V4812-BACS	2,742.77		457.13	4402 320		72.94	Inv.5598-Allotment grass cutti
						4402 320		21.88	Inv.5598-BSF Hedge cut
						4400 142		417.42	Inv.5598-Play Area grass cutti
						4780 142		149.86	Inv.5598-Play Area bin emptyin
						4400 142		21.84	Inv.5598-Beanacre leaf clearan
						4400 142		42.03	Inv.5598-Kestrel Shrub mainten
						4820 142		39.36	Inv.5598-SHF Annual cut
						347 0		-39.36	Inv.5598-SHF Annual cut
						6000 142		39.36	Inv.5598-SHF Annual cut
						4401 220		1,150.06	Inv.5598-JSF Pitch Maintenance
						4400 142		25.00	Inv.5598-Grass cut outside BYF
						4781 220		96.50	Inv.5598-JSF Bin emptying
						4405 220		50.67	Inv.5598-JSF Hedge maintenance
						4409 142		198.08	Inv.5598-Hornchurch POS
25/11/2025	JH Jones & Sons	V4813-BACS	210.00		35.00	4740 220		175.00	Inv.5605-Quadraplay all pitche
25/11/2025	JH Jones & Sons	V4814-BACS	210.00		35.00	4740 220		175.00	Inv.5604-Quadraplay all pitche
25/11/2025	Place Studio Ltd	V4815-BACS	2,086.56		347.76	4680 170		570.00	Inv.064-Updating NHP Website
						4680 170		1,168.80	064-Training for MWPC & MTC
25/11/2025	Tollgate Security Ltd	V4816-BACS	760.80		126.80	4212 220		634.00	Inv.317-Annual alarm mainten
25/11/2025	Tollgate Security Ltd	V4817-BACS	18.00		3.00	4212 220		15.00	Inv.457-Replacement door conta
25/11/2025	Radcliffe Fire Protection Ltd	V4818-BACS	208.20		34.70	4212 220		173.50	Inv.505-Monthly alarm & PAT te
25/11/2025	HM Revenue & Customs	V4819-BACS	2,987.23			4041 130		1,241.67	Period 8- November 2025

Continued on Page 278

Payments for Month 8				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4000	130	523.20	Period 8- November 2025-T
						4000	130	230.70	Period 8- November 2025-NI
						4010	130	280.00	Period 8- November 2025-T
						4010	130	124.12	Period 8- November 2025-NI
						4010	130	20.00	Period 8- November 2025
						4020	130	237.80	Period 8- November 2025-T
						4020	130	106.14	Period 8- November 2025-NI
						4460	142	208.00	Period 8- November 2025-T
						4800	320	15.60	Period 8- November 2025-T
25/11/2025	Wiltshire Pension Fund	V4820-BACS	2,310.35			4045	130	1,754.48	Period 8- November 2025
						4000	130	267.36	Period 8- November 2025
						4010	130	150.77	Period 8- November 2025
						4020	130	137.74	Period 8- November 2025
28/11/2025	Teresa Strange	V4821-BACS	██████		3.52	4000	130	██████	November 2025 salary
						4190	120	4.42	Out of hours mobile- Aug 25
						4190	120	4.42	Out of hours mobile- Sept 25
						4190	120	4.42	Out of hours mobile- Oct 25
						4190	120	4.42	Out of hours mobile- Nov 25
28/11/2025	Marianne Rossi	V4822-BACS	██████			4010	130	██████	November 2025 salary
28/11/2025	Fiona Dey	V4823-BACS	██████			4020	130	██████	November 2025 salary
						4070	120	31.92	Council Xmas cards
28/11/2025	Terry Cole	V4824-BACS	██████			4460	142	██████	November 2025 salary
						4050	142	47.50	November 2025 Travel allowance
						4051	142	44.55	Mileage x99
28/11/2025	David Cole	V4825-BACS	██████			4800	320	██████	November 2025 salary
30/11/2025	Unity Trust Bank	V4828-FEE	10.05			4140	120	10.05	Service charge
Total Payments for Month			43,216.00	0.00	3,447.64			39,768.36	
Balance Carried Fwd			27,582.05						
Cashbook Totals			70,798.05	0.00	3,447.64			67,350.41	

Total Salaries November 2025
£7,674.32

Receipts for Month 8		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	

Payments for Month 8		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	

Receipts for Month 8		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,952.83					2,952.83	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		2,952.83	0.00	0.00			2,952.83	

Payments for Month 8		Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			2,952.83						
Cashbook Totals			2,952.83	0.00	0.00			2,952.83	

Receipts for Month 8			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		817,000.00					817,000.00	
Banked: 17/11/2025		5,000.00						
V4797-TRAN	Unity Bank	5,000.00				220	5,000.00	Transfer from Unity TO CCLA
Total Receipts for Month		5,000.00	0.00	0.00			5,000.00	
Cashbook Totals		822,000.00	0.00	0.00			822,000.00	

Payments for Month 8			Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/11/2025	Unity Bank	V4831-TRAN	27,000.00				220	27,000.00	Transfer CCLA TO Unity
Total Payments for Month			27,000.00	0.00	0.00			27,000.00	
Balance Carried Fwd			795,000.00						
Cashbook Totals			822,000.00	0.00	0.00			822,000.00	

Responses submitted to:

Local Highway Footway Improvement Group (LHFIG) Survey

The overall purpose of the survey is to review whether LHFIGs remain an effective and efficient way to resolve highways issues for Wiltshire's community areas. The survey should take approximately 7-10 minutes to complete. **The deadline for completion of this form is: Friday 19th December**

Q1. Please select who you are responding for:

A. Melksham Without Parish Council

Q2. Would you say that having a Local Highway Footway Improvement Group (LHFIG) is an effective way of delivering local highway and transport infrastructure in your area?

A. Yes

It gives a structure to requests and officer time, however the process can be quite protracted if Area board meetings are not held regularly. For example, the current Melksham gap is from 12th November to 18th March 2026.

No

Don't know

Q3. If yes, what top three things has your LHFIG been able to achieve in the past 5 years (or for as long as you have been a member)? If No please explain why?

A. Village gates, road marking and signage for Beanacre A350 speeding

Used as a mechanism for bus shelters to be installed as could find no other trigger/vehicle to access the s106 funding that Wiltshire Council held for this

Set of dropped kerbs for route from sheltered accommodation to bus stop and facilities (shop & pub) in the 1970/80ss residential part of Bowerhill

Q4. How effective do you consider your LHFIG to be in delivering local highway infrastructure? Please score between 1 and 5 with 1 being low and 5 being high.

A. 3

Q5. What would need to change to make your Group more effective?

A. To speed up the process. Its effective but needs a lot more officer resource so that schemes are drawn up and costed in a timely manner.

Delegated powers for small schemes that were just awaiting the parish council to approve the cost.

At present the parish/town council support the request (or make the request themselves) and at that point should have an idea of the type of cost involved and a commitment to contribute their share. LHFIG consider and have a cost that goes back to the parish/town council with the indication of their share. Once the parish/town council agree to the committed spend and report back to LHFIG, it should proceed. It shouldn't then have to wait months for the next LHFIG and

then Area Board to proceed. Especially for small items, under a certain spend level.

Q6. Do you think that LHFIGs have helped to produce a clearer understanding of Highway policies and national regulations at a local level?

A. Yes

~~No~~

~~Don't know~~

Q7. Do you think that Parish & Town Councils effectively filter requests before forwarding to LHFIGs?

~~Yes~~

~~No~~

A. Don't know

We can only answer that for our parish council who we do feel effectively filters request coming forward to LHFIG but we don't know what happens across the county. We do feel its important that parish and town councils have a clear understanding that if they request things then they will be expected to support the scheme financially, and should have budget provision in place before they make a request, as this can block/hold up other schemes being requested due to shortage of officer resources to design and cost up.

Q8. What issues, if any, has your LHFIG faced to resolving small-scale highway requests? (signs, road markings, bollards, SID infrastructure etc)

A. It's a lengthy process for small scale items. For example, asking for RoW officer to comment on request, that then waits until the next meeting.

The parish council can often source locally for a significantly cheaper price (examples of finger posts and village gates can be provided) but we don't have a mechanism to install on the highway ourselves.

Q9. Would you support a move to a price list approach for more routine types of work, such as signs and kerbs, to avoid the need for bespoke cost estimates? A price list approach would help streamline the approval and delivery process.

A. Yes as well as the current budget indications for large schemes such as pedestrian crossings

~~No~~

~~Don't know~~

Q10. If yes should contribution levels remain at the discretion of the Groups or become fixed, a minimum level or a percentage?

A. This should be fair across the county. This has not been the case at the Melksham LHFIFG where Melksham Without and Melksham Town have had to contribute 50% until recently.

Q11. Should LHFIFG schemes be supported by a business case to demonstrate that they support highway safety or economic growth? This could help with prioritisation of schemes.

Yes

A. No Should that not be for schemes under the statutory duties of Wiltshire Council as the highway authority. The point of the LHFIFG was to give decision making to the local community (via their elected Wiltshire Councillors at the area board) for discretionary services for things that are **important to their communities**.

Don't know

Q12. If you have any other comments you wish to raise about LHFIFGs please record them here.

A. Can they be used more effectively to implement schemes that are funded by s106 conditions, we are still to ascertain what the trigger or process there is for Wiltshire Council to undertake these works that have been conditioned as part of the planning application to either make the housing development sustainable or safe. If not, can Wiltshire Council please explain what the mechanism is, and make it more open and transparent – and definitely more timely.

Some concerns when the Area Board has a majority make up of dual hatted town and Wiltshire Councillors. Are the views and schemes of the smaller parishes being heard and considered? This is a wider Area Board concern than specifically LHFIFG.

A substantive Scheme is one that exceeds the annual budget available to the LHFIFG directly and requires a bid to be made to access central funds. The bids go through an annual assessment process. Not all bids will be successful. Schemes are targeted at improving active travel and meeting the Councils Local Transport Plan objectives. Typically, 5 to 6 schemes are successful each year.

Q13. Has your Group submitted an application in the last 3 years and if so has this been successful? Please list the schemes if known.

A. I think we put forward suggestions but couldn't get past that stage to application stage.

Q14. Thinking about the substantive schemes do you think it would be more effective if a greater number of schemes could be undertaken?

A. Yes 5/6 schemes per year when there are 18 area boards and 250+ parish and town councils does not seem enough and if areas taken in rotation a very long gap between schemes for a parish/village/town.

No

Don't know

Q15. Do you think the substantive bid process should be changed to allow a greater frequency of bid to be made. For example, 2 bidding rounds per year

A. Yes. As above

No

Don't know

Q16. Is there anything that you feel needs to be changed around the substantive scheme process to help deliver a better service for your local area?

A. Is this a vehicle/mechanism/trigger for accessing s106 funds for highway improvements?