

**MINUTES of the Annual Council Meeting of Melksham Without Parish
Council held on Monday 18th May 2026 at**

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

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

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

In attendance: Wiltshire Councillor Andrew Griffin and Wiltshire Councillor Nick Holder

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

001/26 Welcome & Housekeeping:

As outgoing Chair of Council Councillor Glover welcomed everyone to the meeting. Housekeeping notices were not read out and there were no new members of the public present. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

002/26 Appointment of Chair

Councillor Glover was nominated as Chair.

There were no further nominations.

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

003/26 To receive the Chair's Declaration of Acceptance of Office

Councillor Glover signed the Chair's Declaration of Acceptance of Office.

004/26 Appointment of Vice Chair

Councillor Pafford was nominated as Vice-Chair.

There were no further nominations.

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

005/26 Announcements

The Clerk advised:

- The Melksham Without Parish Council Office would be closed on Tuesday 26th May 2026 as it was a statutory day for Officers, after the Bank Holiday weekend.
- The Melksham Area Board meeting would take place on Wednesday 27th May 2026 at Semington Village Hall. Grant applications from Bowerhill

Ladies Group and Bowerhill Scouts would be considered at the Area Board meeting.

006/26 To receive Apologies and approval of reasons given

Apologies were received from Councillor Franks who was on holiday and from Councillor Wood who was unwell but attending via Zoom for part of the meeting.

Resolved: To approve and accept the reasons for absence.

The Clerk advised that apologies had also been received from Wiltshire Councillor Alford.

007/26 To consider holding items in Closed Session due to confidential nature

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

None identified

008/26 Declarations of Interest

- a) It was noted that there is a requirement under the Code of Conduct for Register of Interests to be displayed online (this is done via a link on the Melksham Without Parish Council to the Wiltshire Council website). Members checked their current listings and confirmed any changes needed.
- b) No declarations of interest were received.
- c) No Dispensation Requests had been received.

009/26 Public Participation & Invited Guests

Standing Orders were suspended to allow Public Participation

d) Wiltshire Councillor Andrew Griffin

Wiltshire Councillor Griffin advised that enforcement action relating to a site on Berryfield Lane was continuing.

He also informed Members that developers were progressing proposals for the remaining land between Berryfield Lane and Semington Road and that the proposals would incorporate the canal. The Clerk advised that the developer had requested a pre-application meeting with the Parish Council Planning Committee and a public consultation event was due to take place at Berryfield Village Hall on 10th July 2026. Wiltshire Councillor Griffin expressed an interest in attending the pre-application meeting.

Members raised concerns with Wiltshire Councillor Griffin, as Chair of the Melksham Area LHFIG (Local Highways and Improvement Group, regarding proposed changes to the LHFIG process, particularly the reduction in funding available for local highway improvement schemes and the reduction in the number of meetings from four to three per year. Members were concerned that the revised arrangements could negatively affect smaller parish projects, including dropped kerbs, traffic calming measures and other local safety improvements, and could disadvantage smaller villages when seeking funding.

Councillor Griffin confirmed that similar concerns had been raised by other parish councils and that he had passed this feedback on to Wiltshire Council.

e) Wiltshire Councillor Nick Holder

Wiltshire Councillor Nick Holder updated Members regarding Wiltshire Council's decision to reduce the frequency of Area Board meetings and raised concerns regarding the consultation process undertaken in relation to changes to LHFIG funding and governance. He advised that a Notice of Motion was due to be debated at Wiltshire Council Full Council (on 19th May 2026) seeking reconsideration of the reductions in LHFIG funding and meeting frequency.

Wiltshire Councillor Holder explained that although Wiltshire Council had increased funding for larger substantive highway schemes, this could disadvantage smaller parishes seeking funding for smaller projects. He noted that one of the determining factors for substantive bids was the number of residents affected, which potentially disadvantaged rural communities, and advised that only about £10,000 remained available within the Melksham LHFIG budget for 2026/27.

Wiltshire Councillor Griffin concurred with the comments made by Wiltshire Councillor Holder regarding LHFIG.

Wiltshire Councillor Holder also updated Members that the formal handover of the public open space at Pathfinder Place from Taylor Wimpey to Remus had been completed but there were ongoing concerns regarding highway adoption across the Pathfinder Place estate.

He also advised that discussions were continuing with Wiltshire Council officers and solicitors regarding land ownership and legal agreements affecting locations across Bowerhill. He had also requested clarification regarding the scheme of delegation and decision-making process for major planning applications including those at Bowerhill and East of Melksham.

Members questioned the current status of the Wiltshire Local Plan and whether planning applications allocated within the emerging plan should now be considered speculative. Wiltshire Councillor Holder advised that the sites were still allocated and no final decision had yet been taken by Wiltshire Council regarding withdrawal of the Local Plan.

The meeting resumed.

010/26 Agenda Items brought forward

Councillor Glover asked if Members were happy for agenda item 22a regarding Real Time Information (RTI) Memorandum of Understanding and agenda items 24a iv regarding a motion related to LHFIG at Wiltshire Council Full Council meeting to be moved further up the agenda, to enable Wiltshire Councillors Holder and Griffin to speak to the items.

a) Agenda Item 22a: Real Time Information (RTI) Memorandum of Understanding

Members expressed strong concern regarding delays by Wiltshire Council in progressing RTI (bus display) installations, uncertainty surrounding future support and data provision, and the proposed Memorandum of Understanding which only guaranteed support until January 2028. It was noted that the Parish Council had

pursued RTI provision for several years and that developers had previously indicated willingness to contribute funding through Section 106 agreements.

Members questioned why Melksham Without Parish Council was expected to fund RTI provision directly when Wiltshire Council had funded installations elsewhere in the county. Concern was also expressed that the current proposal could result in the Parish Council spending approximately £55,000 for a system with only a limited guaranteed operational lifespan.

Wiltshire Councillors acknowledged the Parish Council's concerns and agreed to raise the matter with Wiltshire Council.

Resolved:

1. To ask Wiltshire Councillors to raise the Parish Council's concerns regarding Real Time Information systems with Wiltshire Council.
2. To advise Wiltshire Council that the Parish Council did not support the Memorandum of Understanding in its current form.

b) Agenda Item 24a iv: Motion related to LHFIG at Wiltshire Council Full Council meeting

Further discussion took place regarding the role and value of LHFIG in enabling local highway improvements and concerns that smaller rural communities could be disadvantaged under revised arrangements. Members also discussed difficulties progressing highway works linked to Section 106 agreements.

Resolved: To send the following comments to the six Wiltshire Councillors for the Melksham area:

- Melksham LHFIG funding has reduced to just over £10,000 this year, significantly limiting what can realistically be delivered across the community area.
- At the same time, reducing meetings to only three per year will slow progress on already lengthy scheme delivery times.
- The concern for rural parishes is that smaller but important schemes — such as village gates, signing, lining, pedestrian safety and speed reduction measures — may struggle to progress if funding is increasingly focused on larger “substantive” schemes.
- Rural schemes may benefit an entire village, but still score lower than an urban scheme simply because the population numbers are smaller.
- LHFIG is about more than just the funding allocation — it is currently the main practical mechanism parish councils have to progress highway matters with Wiltshire Council.
- To ask Wiltshire Council to clarify what the trigger and process is for securing delivery of highway works linked to Section 106 agreements, as parish councils often currently rely on the LHFIG route to progress these matters because there is no other clear mechanism available.
- LHFIG has worked well because it gives parish councils direct access to local highways discussions and enables practical local safety improvements to be progressed collaboratively.

- Melksham Without Parish Council supports improving efficiency and streamlining processes, but not at the expense of meaningful local funding, rural representation, and the ability to progress local highway issues.
- We would ask Wiltshire Council to reconsider:
 - the reduction in Melksham LHFIFG funding,
 - the reduction to three meetings per year,
 - and the weighting criteria to ensure rural communities are treated fairly

Wiltshire Councillor Holder and Wiltshire Councillor Griffin left the meeting at 7:38pm.

011/26 Standing Orders & Council Policies

a) Standing Orders

Minor changes were made to formatting and cross-references corrected. In section 11e 'Confidential Notes' was changed to 'Confidential Supporting Notes'.

It was noted that the wording in section 20a "*If gross annual income or expenditure (whichever is the higher) exceeds £200,000, the Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015*" conflicts with advice from the Internal Auditor. However, as the section is in bold type it is a legal and statutory requirement.

Resolved 1: To retain the existing wording in section 20a "*If gross annual income or expenditure (whichever is the higher) exceeds £200,000, the Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015*".

Resolved 2: To adopt the Standing Orders with the minor amendments proposed.

Due to the minor nature of the amendments, the Standing Orders do not need to stand adjourned for adoption at the next Full Council meeting.

b) Complaints Procedure

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

c) Code of Conduct

To be consistent with Standing Orders, the wording in section 7.7 of the Protocol on Member/Officer Relations was changed from:

'...It must be received by letter or email by 7 days before the council meeting.'

to:

'...It must be received - with written notice of the wording to the Proper Officer at least (10) clear days before the council meeting.'

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

d) Civility and Respect Pledge

Resolved: To reaffirm the Council's commitment to uphold the Civility and Respect Pledge the "Positive Conduct equals Positive Democracy" Charter

012/26 Committee Structure and Terms of Reference

Members reviewed the updated version of the Committee Structure and Terms of Reference circulated prior to the meeting, that had been annotated by the Clerk. The changes proposed reflect current practice and remove duplication with Standing Orders.

It was proposed that in Section 3.2a the term 'legal time framework' should be changed to 'statutory consultation period'.

Resolved: To adopt the Committee Structure and Terms of Reference as presented with the suggested amendment.

013/26 Appointment of Committees & Working Parties for 2026/27

Resolved: The following committees were appointed for 2026/27, with the Chair and Vice Chair Ex-Officio of all committees:

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

Note: Martin Haffenden offered to act as a substitute for any councillor unable to attend a Planning Committee meeting.

f) Working Parties

Resolved: The following working parties were appointed for 2026/27:

<u>Community Resilience Working Party</u>			
Peter Richardson	Mark Harris	Substitute – John Glover	
<u>Shurnhold Fields (Joint Working Party with Melksham Town Council)</u>			
John Glover	David Pafford	Mark Harris	

<u>I.T. & Data Protection Working Party</u>			
Mark Harris	Tony Hemmings	Anne Sullivan	(Clive Merritt IT Contractor)
<u>Website Procurement</u>			
Anne Sullivan	Peter Richardson		
<u>Cemetery (Melksham Town Council working party)</u>			
John Glover	Mark Blackham	Mark Harris	
<u>Road Safety Working Party</u>			
Martin Haffenden	Mark Harris	Chris Griffiths	Peter Richardson
<u>East of Melksham Community Centre</u>			
John Glover	Mark Harris	David Pafford	Anne Sullivan
John Doel	Tony Hemmings		
<u>Beanacre Play Area</u>			
Martin Franks	John Doel	Tony Hemmings	
<u>Holistic Review of Semington Road</u>			
Martin Franks	Richard Wood	Martin Haffenden	
<u>Health & Safety Representative</u>			
Martin Franks			

It was noted that the Joint CIL working party with Melksham Town Council had been dissolved.

014/26 Appointment of Organisation Representatives 2026/27

Resolved: To appoint the following Council representatives to the following organisations and to appoint the following Footpath Representatives for 2026/27.

Age UK – Melksham Community Support	John Doel	
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood	Martin Haffenden
Berryfield Village Hall	Martin Franks	Richard Wood
Bowerhill Residents Action Group (BRAG)	Mark Blackham	Anne Sullivan
Bowerhill Village Hall Trust	Mark Harris	David Pafford
CCTV Working Group (Town Council) ²	Mark Harris	
Community Action Whitley & Shaw (CAWS) & Flood Wardens	Peter Richardson	Tony Hemmings
CPRE (Wiltshire Branch)	Martin Franks	
Health & Wellbeing Group (Melksham Area Board)	Anne Sullivan	(David Pafford – substitute)
Local Highways & Footway Improvement Group	Alan Baines	

Melksham Area Board	John Glover	David Pafford
Melksham ATC	Martin Franks	
Melksham Charities/Almshouses	John Doel	Anne Sullivan
Melksham Hospital & Community (Friends of)	Anne Sullivan	
Melksham Joint Neighbourhood Plan Spokesperson ¹	David Pafford	
Melksham Transport User Group	Mark Harris	John Glover
Operational Flooding Working Group	Alan Baines	
	(Peter Richardson – substitute)	
Parish Highways & Street Scene Rep	Parish Officer	
Police Liaison	Officers	
Police Parish Forum	Mark Harris	
Press Representative	Clerk – Teresa Strange	
Shaw Hall Management Committee	Martin Franks	
Shurnhold Fields (Friends of)	(from Shurnhold Fields Working Group Reps)	
Whitley Reading Rooms	John Doel	
Wilts & Berks Canal Trust	Mark Harris	
Wiltshire, Swindon & Oxfordshire Canal Partnership	Mark Harris	
WALPA (Wiltshire Area Localism and Planning Alliance)	David Pafford	
WALC (Wiltshire Association of Local Councils) ³	VACANCY	

Footpath Representatives:

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

Notes:

1. The Melksham Joint Neighbourhood Plan Steering Group has been disbanded. As the former chair of the Steering Group, Councillor Pafford was nominated as Spokesperson for the Melksham Joint Neighbourhood Plan on behalf of Melksham Without Parish Council
2. The scope and remit of the CCTV working party was discussed. It was felt that if the focus of the group was community safety there should be more representation from the parish council. However, if the scope was limited to CCTV in Melksham Town Centre then representation from the parish

council may not be needed. Councillor Harris expressed an interest in continuing to attend meetings, where appropriate.

3. It was noted that WALC meetings are scheduled for 6.30pm on a Monday evening and therefore clash with parish council meetings. Members agreed to not appoint an organisation representative.

Resolved: The Clerk to contact from Melksham Town Council to:

- Gain agreement for Councillor Pafford to act as Spokesperson for the Melksham Joint Neighbourhood Plan on behalf of both councils
- Seek clarity on the remit of the CCTV working party and the appropriate level of representation from the parish council

015/26 Councillor training Needs

The Clerk reminded Members that training opportunities remained available through WALC (Wiltshire Association of Local Councils).

Discussion took place regarding succession planning and the importance of encouraging future committee chairs and council leadership.

Members noted the discussion.

016/26 Parish Council Objectives

a) Review of Objectives and Priorities for 2025/26 and longer term

Members reviewed progress against existing objectives and priorities.

Resolved: To carry forward the Objectives and Priorities for 2025/26 into 2026/27 with the following amendments:

- To remove the objective relating specifically to a drinking water refill point at Shaw Sports Field.
- To broaden objectives relating to teen provision at Bowerhill Sports Field to include facilities for children and young people across the parish.
- To continue support for Real Time Information (RTI) provision subject to satisfactory support arrangements from Wiltshire Council.

b) To set Objectives and Priorities for 2026/27

Members discussed additional objectives including:

- Crime prevention and community.
- Strengthening links with Wiltshire Police.
- Continued engagement regarding health provision and community healthcare facilities.

Resolved:

1. Councillors Richardson and Hemmings to draft wording for a crime and community safety objective.
2. Councillor Sullivan to develop wording regarding healthcare and community wellbeing engagement.
3. To adopt the updated objectives and priorities for 2026/27, subject to the agreed amendments (see Appendix 1)

017/26 Local Council Award

Members reviewed the Local Council Award Scheme and discussed the different levels of accreditation available through the scheme.

Members discussed the potential benefits of working towards the award, including improving council processes and procedures, strengthening community confidence in the Council, supporting succession planning and councillor development, and potentially providing additional credibility when applying for grants or working in partnership with external organisations. It was also noted that many of the Council's current practices already aligned with the award criteria, including the Council's commitment to training, transparency, public engagement and strategic planning.

Discussion also took place regarding the amount of officer time required to collate evidence and maintain the standards needed for accreditation. At the Clerk's suggestion, members agreed that the process should be approached incrementally and integrated into existing council objectives and work programmes wherever possible rather than creating unnecessary additional workload.

Resolved:

- To work towards the Local Council Award Scheme gold award.
- To establish a working group to review requirements and integrate the scheme into council objectives and planning, comprising Councillors Pafford, Sullivan and Griffiths.

018/26 Meetings

Members confirmed the previously agreed meeting schedule for 2026/27.

Resolved: To confirm the meeting dates for 2026/27.

019/26 Annual Parish Meeting

a) Minutes

Resolved: To approve the Minutes of the Annual Parish Meeting held on 27th April 2026.

b) Feedback and Format

Members discussed:

- Positive feedback regarding the Bobby Van Trust presentation.
- Concerns regarding the length and delivery of some presentations.
- The value of including more discussion about future council priorities and not just review of achievements.

c) Donation to Bobby Van Trust

Members reflected on the presentation given at the Annual Parish Meeting by the Bobby Van Trust and discussed the valuable support the charity provides to vulnerable and elderly residents across Wiltshire through home security

assessments, crime prevention advice and practical security improvements. It was noted that the Bobby Van Trust had not submitted a grant application to the Parish Council during the current financial year, however Members felt it appropriate to make a donation in recognition of the important service they provide to the community and as a token of appreciation for the presentation at the Annual Parish meeting.

Resolved: To donate £300 to the Bobby Van Trust.

d) Venue for 2027 Annual Parish Meeting

Members discussed potential venues including Bowerhill Village Hall, Berryfield Village Hall and local schools.

Resolved: To delegate authority to the Clerk to arrange a suitable venue in the southern part of the parish.

020/26 Full Council

Resolved: To approve the Minutes of the Full Council meeting held on 20th April 2026, subject to minor amendments discussed.

021/26 Planning

a) Planning Committee Minutes

Resolved: To approve the Minutes of the Planning Committee meeting held on 11th May 2026, subject to the minor amendment discussed.

b) Confidential Notes

There were no confidential notes.

c) Recommendations

There were no recommendations made.

022/26 Finance

a) Finance Committee Minutes

Resolved: To approve the Minutes of the Finance Committee meeting held on 12th May 2026, subject to a minor amendment regarding a Member's arrival time.

b) Confidential Notes

There were no confidential notes.

c) Recommendations

Resolved: To approve the recommendations of the Finance Committee meeting of 12th May 2026

d) Delegated Powers for Insurance

Not required.

e) Income & Expenditure Reports

Members noted the Income and Expenditure reports for April 2026.

The Clerk explained the absence of Cashbook 3 due to the closure of an unused Lloyds fixed-term deposit account.

f) Appointment of Signatories

Resolved: Councillors Baines and Pafford to authorise the May payments.

g) Bank Account & Fund Transfers

It was noted that eight organisations, listed below, had requested payment of their grants by bank transfer. Their original cheques had not been cashed and had been returned to the Parish Council for cancellation. As cheque payments are made from the Lloyds account and bank transfers are processed through the Unity Trust Bank account, a transfer of funds is required.

Payee	Grant £
Shaw Village Hall	£10,500.00
Berryfield Village Hall	£1,590.00
Whitley Reading Rooms	£3,490.00
Wiltshire Search and Rescue	£695.00
Friends of Giffords Surgery	£700.00
Melksham Food and River Festival	£600.00
Shaw & Whitley Community Hub	£2,000.00
Melksham Gardeners' Society	£300.00

Resolved:

- To transfer £17,000 from Lloyds current account to Unity Trust Bank.
- To transfer £23,000 from the CCLA account to Unity Trust Bank.

h) Bank Mandate Changes

Resolved 1: To add Councillor Sullivan (as a new Member of the Finance Committee) to the Bank Mandate for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account.

Resolved 2: To remove Councillor Wood (as former Member of the Finance Committee) from the Bank Mandate for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account.

023/26 Asset Management

a) Real Time Information (RTI)

Discussed earlier in the meeting – MIN 010/26

b) Insurance Claim Reimbursement

Members noted that a partial reimbursement of £458.17 had been made to the parish council's insurance company to reflect the difference between the actual expenditure incurred by the Parish Council in relation to the replacement bus shelter and the original insurance settlement.

024/26 Highways & Road Safety

a) LHFIG

i. Village Gates – Shaw & Whitley (Item 9-24-33)

Members considered the revised quotation for the installation of village gates in Shaw and Whitley and noted that the Parish Council contribution had increased significantly from the amount previously approved (total cost increased from £4,000 to £11,423.35). Concerns were raised regarding the increased costs and whether alternative installation options or suppliers could reduce the overall price. Following discussion, Members agreed that further investigation was required before proceeding.

Resolved: To seek alternative quotations through approved contractors before progressing the installation of the village gates in Shaw and Whitley through LHFIG.

ii. Dropped Kerbs – Bowerhill (Item 9-24-37)

Members noted that the estimated cost for the holistic provision of dropped kerbs throughout Bowerhill was likely to exceed £50,000 and that any substantive bid through the LHFIG process would still require a financial contribution from the Parish Council. The level of contribution was unknown but could possibly come from CIL (Community Infrastructure Levy). Members agreed that the principle of improving accessibility across Bowerhill should continue to be supported and progressed where funding opportunities allowed.

Resolved: To support, in principle, progression of the dropped kerb project through the LHFIG substantive bid process.

iii. No Entry Signs – Kittyhawk Close (Item 9-24-40)

Members discussed the proposal to install No Entry signs at Kittyhawk Close and considered both the estimated cost of the scheme and its likely effectiveness in addressing local traffic concerns. Some Members felt that further engagement with residents was needed to establish whether there was sufficient local support for the proposal as it was different to the original resident proposal and whether the issue justified the level of expenditure involved.

A proposal to proceed was not carried.

Councillor Hemmings left the meeting.

Resolved: To consult local residents regarding the proposal and seek feedback before further consideration.

iv. LHFIG Motion at Wiltshire Council

Discussed earlier in the meeting – MIN 010/26

b) Bowood View 20mph Consultation

Resolved: To support the proposed 20mph Traffic Regulation Order for Bowood View, Berryfield.

Councillor Hemmings returned to the meeting.

c) Traffic Speeding Event

Members noted the Wiltshire Council/WALC/Police speeding event scheduled for Friday 17th July 2026. It was agreed that it would be attended by the Clerk and Councillor Richardson.

025/26 Community Projects & Partnership Organisations

a) Health & Wellbeing Group

Members noted feedback from the Melksham Area Board Health & Wellbeing meeting. The Clerk explained that ideas for a 'one-stop-shop' community hub were being developed with funding available from Wiltshire Council. Any thoughts or ideas for the hub to be shared with the Clerk before the next meeting in October 2026.

b) Melksham Community Transport

Members noted the information circulated regarding Melksham Community Transport which included details of what they offer.

c) Roots & Shoots

The Clerk provided feedback on the Roots & Shoots football intervention programme for young people, which has been operating in Devizes in partnership with Wiltshire Police, following a recent information session. The programme aims to provide young people with a positive outlet through organised sporting activities and to help reduce the risk of anti-social behaviour.

The Clerk reported that Melksham Police were supportive of the concept and believed it could benefit young people in Melksham and Melksham Without. However, they considered that an earlier intervention approach would be more effective than the current model being delivered in Devizes.

It was agreed that the scheme should be considered as part of the new Local Youth Network (LYN) being established by the Area Board.

d) Wiltshire Council Community Lottery

Members noted the launch of Wiltshire Council's Community Lottery, which aims to provide an additional fundraising opportunity for local charities, community groups and voluntary organisations.

Meeting closed at 9.44 pm

Chairman, 29th June 2026

Appendix 1

Objectives & Priorities for 2026/27

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

Objectives & Priorities for Term of Council (2025-2029)

- To assess and make best use of evolving technology such as AI and Microsoft tools
- To work towards obtaining the Local Council Quality Gold Award
- To continue to provide enhanced access to council meetings via remote technology to improve community engagement.
- To achieve the best outcome for the parish, for the proposed A350 Bypass.
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town*
- To obtain higher speed internet access in the parish
- To improve drainage at Bowerhill Sports Field
- To continue the Melksham Community Support project with Age UK* and look to develop a similar project for younger age groups
- *To campaign and progress an improved Melksham health facility/hospital*
AWAITING UPDATE
- To progress an East of Melksham Community Centre*
- To progress Road Safety improvements
- To achieve the best outcome for the community from current and future planning applications for major development in the parish
- To facilitate 3G pitch/es as per the identified need for two pitches in the Melksham community area
- To progress the Bowerhill Sports Field enhancement project and other projects to improve/increase facilities for young people and children across the parish

* Working with Melksham Town Council

Date: 12/05/2026	Melksham without Parish Council Current Year	Page: 265
Time: 17:26	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 1

Receipts for Month 1			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		11,307.21					11,307.21	
V5067-BACS	Banked:07/04/2026	71.00						
V5067-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Inv.553-29th March match
V5068-BACS	Banked:07/04/2026	464.50						
V5068-BACS	Future of Football	464.50			1210	210	464.50	Part inv.534- Field hire
V5069-BACS	Banked:07/04/2026	96.00						
V5069-BACS	Future of Football	96.00			1210	210	96.00	Inv.546- Dec Training
V5070-BACS	Banked:07/04/2026	120.00						
V5070-BACS	Future of Football	120.00			1210	210	120.00	Inv-556-Feb/March training
V5071-BACS	Banked:13/04/2026	71.00						
V5071-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Football match 12th April
V5072-BACS	Banked:15/04/2026	3,557.74						
V5072-BACS	Melksham Town Council	3,557.74			1480	170	3,557.74	Inv.547 & 551- NHP
V5073-BACS	Banked:17/04/2026	248.29						
V5073-BACS	Melksham Town Council	248.29			1480	170	248.29	Inv.560- NHP Domain
V5074-BACS	Banked:21/04/2026	151,214.50						
V5074-BACS	Wiltshire Council	151,214.50			1076	110	151,214.50	Parish precept 1 of 2
V5075-BACS	Banked:22/04/2026	555.50						
V5075-BACS	Future of Football FC	555.50			1210	210	555.50	Inv.557-Weekend blanket booki
Total Receipts for Month		156,398.53	0.00	0.00			156,398.53	
Cashbook Totals		167,705.74	0.00	0.00			167,705.74	

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/04/2026	Daisy (Onebill)	V5063-DD	79.43		13.24	4190	120	66.19	Inv.471-Office line & wifi
15/04/2026	Daisy (Onebill)	V5064-DD	87.68		14.61	4384	220	73.07	Inv.472-Pavilion line & wifi
20/04/2026	Melksham Without Parish Council	V5076-6284	0.00						CANCELLED CHQ
22/04/2026	EDF Energy	V5065-DD	185.60		8.84	4312	220	176.76	Inv.010-Pavilion gas
27/04/2026	Bowerhill Village Hall Trust	V4999-6245	5,000.00			4620	170	5,000.00	Grant Award 26/27
27/04/2026	Shaw Village Hall	V5000-6246	10,500.00			4620	170	10,500.00	Grant award 26/27
27/04/2026	Berryfield Village Hall	V5001-6247	1,590.00			4620	170	1,590.00	Grant Award 26/27
27/04/2026	Rachel Fowler Centre	V5002-6248	250.00			4620	170	250.00	Grant Award 26/27
27/04/2026	Whitley Reading Rooms	V5003-6249	3,490.00			4620	170	3,490.00	Grant Award 26/27
27/04/2026	GoodNews Church	V5004-6250	300.00			4620	170	300.00	Grant Award 26/27
27/04/2026	BRAG	V5005-6251	600.00			4610	170	600.00	Grant Award 26/27
27/04/2026	BASRAG	V5006-6252	500.00			4610	170	500.00	Grant Award 26/27
27/04/2026	CAWS CEG	V5007-6253	354.00			4610	170	354.00	Grant Award 26/27
27/04/2026	CAWS	V5008-6254	3,000.00			4610	170	3,000.00	Grant Award 26/27
27/04/2026	4 Youth (South West)	V5009-6255	3,000.00			4610	170	3,000.00	Grant Award 26/27
27/04/2026	1st Bowerhill Scout Group	V5010-6256	1,500.00			4610	170	1,500.00	Grant Award 26/27
27/04/2026	Bowerhill Pre School	V5011-6257	500.00			4610	170	500.00	Grant Award 26/27
27/04/2026	Melksham Guide Association	V5012-6258	568.95			4610	170	568.95	Grant Award 26/27
27/04/2026	Group Five	V5013-6259	600.00			4610	170	600.00	Grant Award 26/27
27/04/2026	Wiltshire and Bath Air Ambulan	V5014-6260	1,000.00			4610	170	1,000.00	Grant Award 26/27
27/04/2026	Age UK Wiltshire	V5015-6261	900.00			4610	170	900.00	Grant Award 26/27
27/04/2026	Beyond Dementia	V5016-6262	450.00			4610	170	450.00	Grant Award 26/27
27/04/2026	Meadowbrook (Wiltshire) CIC	V5017-6263	270.00			4610	170	270.00	Grant Award 26/27
27/04/2026	Wiltshire Search and Rescue	V5018-6264	695.00			4610	170	695.00	Grant Award 26/27
27/04/2026	Friends of Giffords Surgery	V5019-6265	700.00			4610	170	700.00	Grant Award 26/27
27/04/2026	St John Ambulance	V5020-6266	250.00			4610	170	250.00	Grant Award 26/27
27/04/2026	Families Out Loud	V5021-6267	750.00			4610	170	750.00	Grant Award 26/27
27/04/2026	Melksham Foodbank	V5022-6268	400.00			4610	170	400.00	Grant Award 26/27
27/04/2026	FearFree	V5023-6269	750.00			4610	170	750.00	Grant Award 26/27
27/04/2026	Melksham Food & River Festival	V5052-6270	600.00			4610	170	600.00	Grant Award 26/27
27/04/2026	Shaw & Whitley Community Hub	V5025-6271	2,000.00			4610	170	2,000.00	Grant Award 26/27
27/04/2026	Crimestoppers Trust	V5026-6272	150.00			4610	170	150.00	Grant Award 26/27
27/04/2026	Melksham Carnival	V5027-6273	520.00			4610	170	520.00	Grant Award 26/27
27/04/2026	Melksham Remembers	V5028-6274	175.00			4610	170	175.00	Grant Award 26/27
27/04/2026	Melksham Gardeners Society	V5029-6275	300.00			4610	170	300.00	Grant Award 26/27
27/04/2026	Shaw & Whitley Garden Club	V5030-6276	300.00			4610	170	300.00	Grant Award 26/27
27/04/2026	Melksham Women's Institute	V5031-6277	150.00			4610	170	150.00	Grant Award 26/27
27/04/2026	Melksham Sixty Plus Club	V5032-6278	500.00			4610	170	500.00	Grant Award 26/27
27/04/2026	Corsham Cricket Club	V5033-6279	2,000.00			4610	170	2,000.00	Grant Award 26/27
27/04/2026	Melksham & Corsham Gateway Clu	V5034-6280	1,000.00			4610	170	1,000.00	Grant Award 26/27
27/04/2026	Bowerhill Ladies Group	V5035-6281	500.00			4610	170	500.00	Grant Award 26/27
27/04/2026	Shaw & Whitley Art Group	V5036-6282	200.00			4610	170	200.00	Grant Award 26/27
27/04/2026	Melksham Tourist Information C	V5037-6283	600.00			4630	170	600.00	Grant Award 26/27
28/04/2026	Lloyds Bank	V5066-SERV	8.50			4140	120	8.50	Service Charge

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Date: 12/05/2026	Melksham without Parish Council Current Year				Page: 267
Time: 17:26	Cashbook 1				User: MR
	Current Account & Instant Acc				For Month No: 1
	Total Payments for Month	47,274.16	0.00	36.69	47,237.47
	Balance Carried Fwd	120,431.58			
	Cashbook Totals	167,705.74	0.00	36.69	167,669.05

Receipts for Month 1				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount
Balance Brought Fwd :		26,554.08					26,554.08
V5062-BACS	Banked:02/04/2026	2,384.26					
V5062-BACS	CCLA Investment Management Ltd	2,384.26			1080	110	2,384.26
	Banked:23/04/2026	20,000.00					
V5060-TRAN	CCLA	20,000.00			240		20,000.00
Total Receipts for Month		22,384.26	0.00	0.00			22,384.26
Cashbook Totals		48,938.34	0.00	0.00			48,938.34

Payments for Month 1				Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre
01/03/2026	Agilico	V5040-BACS	36.71		6.12	4130	120
01/03/2026	Agilico	V5040-BACS	-36.71		-6.12	4130	120
01/04/2026	Grist Environmental	V5058-DD	79.20		13.20	4770	220
16/04/2026	EDF Energy	V5057-DD	143.23		6.82	4302	220
16/04/2026	Lloyds Bank PLC	V5061-DD	594.80		95.74	4175	120
					4686	170	
					4175	120	
					4120	120	
					4370	120	
					4381	220	
					4150	120	
					4370	120	
					4370	120	
					4175	120	
					4370	120	
					4150	120	
					4490	142	
					4370	120	
					4175	120	
					4250	120	
					4175	120	
					4175	120	
					4200	120	
					4140	120	
					4190	120	
27/04/2026	Terry Cole	V5055-BACS			4460	142	
					4050	142	
					4051	142	
28/04/2026	Avon IT Systems	V5038-BACS	400.00		4180	120	
					4180	120	
28/04/2026	Campaign to Protect Rural Eng	V5039-BACS	36.00		4650	170	
28/04/2026	Community First	V5041-BACS	55.00		9.17	4650	170
28/04/2026	JH Jones & Sons	V5042-BACS	1,747.20		291.20	4415	142
28/04/2026	Agilico	V5040-BACS	36.71		6.12	4130	120
28/04/2026	JH Jones & Sons	V5043-BACS	2,742.77		457.13	4402	320
					4402	320	
					4400	142	
					4780	142	
					4400	142	

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Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4400	142	42.03	Inv.5908-Kestrel Shrub mainten
						4820	142	39.36	Inv.5908-SHF Annual cut
						4401	220	1,150.06	Inv.5908-JSF Pitch maintenance
						4400	142	25.00	Inv.5908-Grass cut outside BYF
						4781	220	96.50	Inv.5908-JSF Bin emptying
						4405	220	50.67	Inv.5908-JSF Hedge maintenance
						4409	142	198.08	Inv.5908-Hornchurch POS
28/04/2026	Rialtas Business Solutions Ltd	V5044-BACS	470.40		78.40	4185	120	392.00	Inv.600-Annual system support
28/04/2026	St Barnabas Church	V5045-BACS	50.37			4420	142	50.37	Inv.036-Annual rent Beanacre P
28/04/2026	Wilts Assoc of Local Councils	V5046-BACS	1,505.54		250.92	4650	170	1,254.62	WALC & NALC Subscription
28/04/2026	Wiltshire Council	V5047-BACS	802.33			4510	142	802.33	Inv.35-A365 Bath Road signs
28/04/2026	Wiltshire Council	V5048-BACS	1,083.33			4510	142	1,083.33	Inv.133- Lower Woodrow Rd spee
28/04/2026	Wiltshire Pension Fund	V5049-BACS	2,076.06			4000	130	267.36	Period 1- April 2026
						4010	130	160.01	Period 1- April 2026
						4020	130	127.61	Period 1- April 2026
						4045	130	1,521.08	Period 1- April 2026
28/04/2026	HM Revenue & Customs	V5050-BACS	2,849.39			4000	130	523.20	Period 1- April 2026-T
						4000	130	230.70	Period 1- April 2026-NI
						4010	130	251.00	Period 1- April 2026-T
						4010	130	113.09	Period 1- April 2026-NI
						4010	130	1.00	Period 1- April 2026
						4020	130	204.80	Period 1- April 2026-T
						4020	130	92.18	Period 1- April 2026-NI
						4460	142	207.80	Period 1- April 2026
						4800	320	30.80	Period 1- April 2026
						4041	130	1,194.82	Period 1- April 2026
28/04/2026	Wiltshire Age UK	V5051-BACS	3,182.50			4685	170	3,182.50	Inv.640-MCS 26/27 QTR 1
28/04/2026	Teresa Strange	V5052-BACS	██████	Total Salaries		4000	130	██████	April 2026 salary
28/04/2026	Marianne Rossi	V5053-BACS	██████			4010	130	██████	April 2026 Salary
28/04/2026	Fiona Dey	V5054-BACS	██████		0.33	4020	130	██████	April 2026 Salary
28/04/2026	David Cole	V5056-BACS	██████	£7,531.32		4370	120	1.67	Washing up liquid- Office
						4800	320	██████	April 2026 Salary
						4051	142	9.45	Mileage x21
28/04/2026	Avon IT Systems	V5038-BACS	-400.00			4180	120	-400.00	MISSED VAT
28/04/2026	Avon IT Systems	V5038-BACS	480.00		80.00	4180	120	150.00	IT Support 25/26
						4180	120	250.00	Allotment database
30/04/2026	Unity Trust Bank	V5059-SERV	10.15			4140	120	10.15	Service Charge

Continued on Page 297

Date: 12/05/2026	Melksham without Parish Council Current Year	Page: 297
Time: 17:26	Cashbook 2	User: MR
	Unity Bank	For Month No: 1

Total Payments for Month	25,582.05	0.00	1,289.03	24,293.02
Balance Carried Fwd	23,356.29			
Cashbook Totals	48,938.34	0.00	1,289.03	47,649.31

Receipts for Month 1			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,984.41					2,984.41	
Banked:		0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		2,984.41	0.00	0.00			2,984.41	

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			2,984.41						
Cashbook Totals			2,984.41	0.00	0.00			2,984.41	

Receipts for Month 1				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		739,000.00					739,000.00	
Banked:		0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		739,000.00	0.00	0.00			739,000.00	

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/04/2026	Unity Bank	V5060-TRAN	20,000.00			220		20,000.00	Transfer from CCLA TO Unity
Total Payments for Month			20,000.00	0.00	0.00			20,000.00	
Balance Carried Fwd			719,000.00						
Cashbook Totals			739,000.00	0.00	0.00			739,000.00	