

**MINUTES of the Full Council Meeting of Melksham Without Parish Council
held on Monday 29th June 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), John Doel, Alan Baines, Mark Harris, Mark Blackham, Anne Sullivan, Martin Haffenden, Peter Richarson and Richard Wood.

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

In attendance: Wiltshire Councillors Andrew Griffin, Nick Holder and Phil Alford

On Zoom: None

074/26 Welcome, Housekeeping & Announcements

Councillor Glover welcomed everyone to the meeting.

As there were no new members of the public or businesses present, the usual housekeeping announcements were not repeated. 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.

Members were reminded of following forthcoming meetings later that week:

- Wednesday 1st July at 10am: Aureus regarding the next stage of the underground cable route work on Corsham Road, Shaw
- Wednesday 1st July at 11am: Wilts & Berks Canal Trust.

075/26 To receive Apologies and approval of reasons given

Apologies were received from:

- Councillor Martin Franks (ill health)
- Councillor Chris Griffiths (early work commitment)
- Councillor Tony Hemmings (holiday)

Resolved: To accept the apologies and reasons given.

It was also noted that Councillor Mark Blackham would arrive later due to a prior appointment.

076/26 To consider holding items in Closed Session due to confidential nature

Under the Public Bodies (Admission to Meetings) Act 1960, the Council considered whether any items should be held in confidential session.

The Clerk advised that quotations included within the agenda pack contained commercially sensitive information and, if Members wished to discuss individual quotations in detail, the relevant discussion would need to move into confidential session.

No agenda items were identified for confidential consideration at that stage.

077/26 Declarations of Interest

a) Declarations of Interest

None.

b) To consider any Dispensation Requests received by the Clerk
None were received.

Councillor Blackham joined the meeting.

c) Publication of Councillors' Home Addresses

The Clerk advised Members of new Government guidance removing the requirement to publish councillors' home addresses on the Register of Interests (unless there was a specific reason that the address should not be published). The Clerk explained that the statutory position had changed and that, unless a councillor made a specific request, home addresses should now be removed from publication and replaced with the following text: "Interest registered but home address removed in accordance with Section 32A of the Localism Act 2011".

She also distinguished between the statutory Register of Interests maintained by Wiltshire Council and the Parish Council's own publication of councillor contact details.

Members discussed the implications of the change related to the Register of Interests and the desirability of adopting a consistent approach across the Council.

Members further discussed whether home addresses and telephone numbers should continue to be published elsewhere, including parish noticeboards and other Council publications. It was noted that these are not published on the Council's website.

Following discussion, Members agreed that future public contact should normally be via councillors' published email addresses or through the Parish Council office.

Resolved:

1. To remove all councillors' home addresses, and those of their Spouse/Civil Partner/Cohabitee from the published Register of Interests unless an individual councillor specifically requests publication.
2. To replace home addresses with the following text: "Interest registered but home address removed in accordance with Section 32A of the Localism Act 2011"
3. To remove councillors' home addresses and telephone numbers from Parish Council publications.
4. That members of the public wishing to contact councillors should normally do so via the Parish Council office or published council email addresses. Councillors were able to ring a resident requesting a call, and had the ability to hide their number.

078/26 Public Participation

Standing Orders were suspended to allow invited Wiltshire Councillors to address the Council and answer questions.

Wiltshire Councillor Andrew Griffin

Wiltshire Councillor Griffin reported on a recent meeting with Councillors, Officers and representatives of the Walk Wheel Cycle Trust regarding the holistic review of Semington Road. He considered the meeting to have been constructive and looked forward to receiving the consultant's recommendations.

He also advised Members of a presentation from developers Savills/Bellway relating to proposals for land at Berryfield, that had been given to Melksham Town Council's Planning Committee. As the application was likely to be determined by Wiltshire Council's Strategic Planning Committee, of which he is a member, he had intentionally avoided expressing a view on the proposal at this stage. It was noted that the parish council had held a separate pre-application meeting with the developers on 24th June 2026.

Wiltshire Councillor Nick Holder

Wiltshire Councillor Holder provided an update on recent progress in safeguarding public open space at Bader Park.

He confirmed that Wiltshire Council had now made permanent Tree Preservation Orders covering both areas of public open space at Bader Park following strong local support during the consultation (TPO/2026/00006 & TPO/2026/00007). He thanked the Parish Council for encouraging residents to submit representations.

He further advised that he had arranged a site meeting with Wiltshire Council's Tree Officer to consider whether additional trees elsewhere within the estate should also receive protection.

Members welcomed the update and questioned whether Wiltshire Council's Tree Officer could also be invited to inspect trees at Berryfield for a potential Tree Preservation Order (as the previous request for a TPO had not progressed)

Resolved: To request that Wiltshire Council's Tree Officer inspect the trees at Berryfield to revisit whether a Tree Preservation Order would be appropriate.

Wiltshire Councillor Holder also reported that he would be meeting with a Wiltshire Council lawyer to review historic land transfers from the former West Wiltshire District Council to ensure that all public open space in Bowerhill had been properly conveyed into Wiltshire Council ownership. He asked that the Clerk also attended the meeting. He considered this a positive outcome arising from the recent concerns regarding the attempted sale of land at Bader Park.

Wiltshire Councillor Phil Alford

With regards to the Beanacre Cricket Pavilion project, Wiltshire Councillor Alford explained that Sport England had requested additional information before supporting the proposal. Although the requests did not fully recognise the facilities already available on site, he explained that the Planning Officer was seeking for the Sports England comments to be addressed. He advised that the Cricket Club need to work with Sports England and the England Cricket Board to gain their support and to resolve the outstanding issues.

He also reported that Melksham Town Council had agreed in principle that Councillor David Pafford should represent both councils on Joint Melksham Neighbourhood Plan matters, whilst recognising that the Town Council wished to remain actively engaged in neighbourhood planning matters.

Finally, Wiltshire Councillor Alford drew Members' attention to two significant pre-application consultations currently underway outside the parish:

- approximately 1,300 dwellings between Semington and Hilperton (Great Whaddon).

It was noted that a public consultation event about the development was being held on Tuesday 30th June 2026 at Trowbridge Rugby Club.

- approximately 1,200 dwellings at Pewsham, Chippenham.

Although outside Melksham Without, he considered both developments could have significant cumulative traffic implications for the A350 corridor and the wider Melksham area.

During questions, Members discussed:

- the importance of safeguarding the route of the Wilts & Berks Canal through the Pewsham development;
- the likely impact of large-scale housing growth on the A350 corridor;
- continuing delays in progressing the A350 Melksham Bypass

Councillor Glover asked the Wiltshire Councillors for an update on Real Time Passenger Information (RTI) following previous requests made by the Parish Council for them to follow this up. Wiltshire Councillor Griffin advised that he had recently attended a seminar on bus infrastructure improvements, where it was confirmed that there were currently no plans within the Bus Service Improvement Programme to provide RTI displays. He noted, however, that the new standard bus shelter designs incorporate solar panels, providing a potential power source should RTI be introduced in the future.

Members questioned why Melksham remained without RTI displays when similar systems had been installed in other Wiltshire towns. It was further highlighted that Wiltshire Council's current RTI contract expires in January 2028 and that, without clarity over what would replace it, investment in new RTI infrastructure by the parish council would represent poor value for money. Councillor Griffin agreed to pursue the matter further with Wiltshire Council officers.

Resolved: The Clerk write to Jason Salter, Head of Passenger Transport at Wiltshire Council, expressing the Council's concern that, after pursuing the installation of RTI in the parish at its own cost for around ten years, Wiltshire Council had offered to support the units for only just over a year, despite the Parish Council's substantial investment.

Wiltshire Councillors Alford and Holder left the meeting.

Wiltshire Councillor Griffin drew Members' attention to a Wiltshire Council initiative to increase the availability of public bleed control kits across the county, supported by grant funding. It was noted that the Parish Council had previously considered the provision of bleed kits and had agreed to review the matter further. Members were advised that the Asset Management Committee would be reconsidering the issue in light of the latest guidance and funding opportunities, with the Clerk also intending to attend training to better understand the requirements and practicalities of providing the equipment within the parish.

Wiltshire Councillor Griffin left the meeting.

Standing Orders were reinstated.

079/26 Full Council

Resolved: To approve the Minutes of the Annual Council Meeting held on 18th May 2026 and for the Chair to sign them as a correct record.

The Clerk reported that following the Council's decision to donate to the Bobby Van Trust, a letter had been sent to the charity. A phonecall had subsequently been received from the Chief Executive thanking the Parish Council for its support and expressing an interest in working more closely with the Council on crime prevention initiatives within the community.

The Clerk also advised that Wiltshire Council had confirmed there had been no objections to the proposed 20mph speed limit on Telford Drive and that the scheme would now be implemented.

080/26 Planning

a) Resolved: To approve the Minutes of the Planning Committee Meetings held on 1st June and 22nd June 2026 as a correct record, subject to a minor amendment to Minute 028/26 b (1st June 2026) to correct a typographical error relating to the election of the Vice-Chair.

b) Planning Committee Recommendations

It was noted that there were no recommendations requiring formal approval from the Planning Committee meeting held on 1st June 2026.

Resolved: To ratify the recommendation from the Planning Committee meeting held on 22nd June 2026 to approve the costs already incurred for Place Studio in preparing additional information requested by the Planning Inspector in relation to the Snarlton Farm appeal.

The Clerk advised Members that, following discussions with Wiltshire Council's Planning Officer regarding the proposed development north of Berryfield Lane, it had become clear that requests for Section 106 contributions towards the ongoing maintenance of Berryfield Village Hall would not meet the legal tests for planning obligations. Instead, contributions would need to be linked to specific infrastructure projects directly related to the impact of the development.

Following discussions with representatives of Berryfield Village Hall and at a recent pre-application meeting, improvements to the village hall, including the provision of additional community space through new patio doors and a covered outdoor area had been identified. At the meeting with the Walk Wheel Cycle Trust a pedestrian crossing across Semington Road to the pedestrian entrance to the village hall following the potential desire line would improve accessibility and encourage sustainable travel from the development.

As the Planning Officer had requested the revised proposals within a very short timescale the Clerk had submitted the S106 requests for the village hall.

Resolved: To ratify the submission of the revised Section 106 requests relating to Berryfield Village Hall improvements and enhanced pedestrian connectivity.

081/26 Finance

a) Resolved: To approve the Minutes of the Finance Committee meeting held on 15th June 2026.

b) Finance Committee Recommendations

Resolved: To approve the recommendations of the Finance Committee, excluding those considered separately under agenda items 9e to 9h relating to the Annual Governance and Accountability Return (AGAR), supporting year-end accounts and Financial Regulations.

c) Accounting and Audit - Year End Process

Members noted the information explaining the year-end accounting and audit process.

d) Internal Auditor's Final Report

Members noted the Internal Auditor's final report for the year ended 31st March 2026. It was noted that the recommendations arising from the audit had already been considered by the Finance Committee and appropriate actions identified; but this was an item that needed to be drawn to the attention of the Full Council under statutory requirements.

e) Annual Governance Statement (Section 1 AGAR)

Members considered the Annual Governance Statement for the year ended 31st March 2026.

The Clerk reminded Members that the Governance Statement represented the Council's formal confirmation that appropriate governance arrangements and internal controls had been in place throughout the financial year. The Finance Committee had reviewed the supporting evidence and recommended the answer "Yes" to the applicable questions.

The Clerk reported that that Councillor Griffiths had performed the Internal Control Check on 26th June 2026 and had made the following comments:

"On Friday I carried out the Internal Control check and reviewed the HMRC payments for the whole year against the amounts recorded as paid. Everything matched correctly.

I also checked all September allotment payments to confirm they had been received as expected, and these all reconciled correctly. In addition, I reviewed the Bath Wanderers payments and again found that all records matched.

Overall, I found the records to be accurate and in good order. Marianne does a cracking job keeping everything organised and up to date".

Resolved: To Council answer "Yes" to questions 1-8, and 10 on the Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return for the year ended 31st March 2026 and for the Chair and Clerk to sign the Statement. Question 9 on Trusts is not applicable.

f) Accounting Statements (Section 2 AGAR)

Members considered the Accounting Statements for the year ended 31st March 2026.

Resolved: To approve Section 2 (Accounting Statements) of the Annual Governance and Accountability Return for the year ended 31st March 2026 and for the Chair to sign the Statement.

g) Supporting Year End Accounts

Members considered the supporting year-end accounts and accompanying statements prepared in support of the Annual Governance and Accountability Return.

Resolved: To approve the supporting Year End Accounts and Statements for the year ended 31st March 2026.

h) Financial Regulations

Members considered the revised Financial Regulations following their review by the Finance Committee; as detailed in the Finance Committee recommendations.

Resolved: To adopt the revised Melksham Without Parish Council Financial Regulations.

i) Receipts and Payments

Members noted the Receipts and Payments report for May 2026.

j) Cheque Signatories / Online Authority

Resolved: That Councillors John Doel and David Pafford be authorised as cheque signatories/online authority for the July payment run.

It was noted that the June payment run had already been completed under delegated arrangements.

k) Bank Account and Fund Transfers

Members noted the transfer of £13,000 from the CCLA account to Unity Trust Bank on 23rd June 2026 to provide sufficient funds for the June payment run, this was done under delegated powers.

082/26 Asset Management

a) Delegated Powers – Oversized Greenhouses

Members considered a proposal to delegate authority to the Chair of the Asset Management Committee and the Clerk to determine requests for oversized greenhouses on parish allotments, noting that similar delegated powers already existed for oversized sheds.

It was recognised that such requests were generally straightforward and that delegated powers would avoid applicants having to wait until the next appropriate meeting for a decision.

Resolved: To delegate authority to the Chair of the Asset Management Committee and the Clerk to approve requests for oversized greenhouses on parish allotments.

b) Real Time Passenger Information (RTI)

Members continued to express frustration that Real Time Passenger Information (RTI) is not available at bus shelters, while it is available in other towns and cities.

The Clerk reported that she had attended Wiltshire Council's recent Bus Infrastructure Changes seminar* and had requested Wiltshire Council ensure that bus infrastructure improvements, including RTI, are sought and delivered through Section 106 agreements for new developments.

* Discussed further in Min 083/26 d.

The Clerk had also suggested the introduction of QR codes at parish bus stops as a simple interim measure, allowing passengers to access live bus information via their mobile phones.

Members noted that other applications were already able to display live bus tracking information and questioned why this could not be replicated at bus stops within the parish.

Resolved:

1. For Officers to investigate whether the live bus data used by third-party applications can be accessed directly to provide Real Time Information within the parish

It was also noted that Wiltshire Council's Bus Infrastructure Improvement Programme set out priorities for future investment and that officers would review the document further to identify opportunities for Melksham Without.

c) Whitley Reading Rooms

Members received an update on the forthcoming Annual General Meeting of the Whitley Reading Rooms and the challenges in recruiting sufficient trustees to manage the charity.

The Clerk advised that similar issues had arisen previously. Members acknowledged the importance of maintaining the Reading Rooms as a valued community asset whilst recognising that responsibility for managing the charity rested with its trustees.

Discussion took place regarding possible future arrangements should the charity struggle to recruit sufficient trustees. The parish council's insurers had confirmed that they were unable to insure the building as part of the parish council's cover as they did not own the building. Members considered whether the Parish Council could potentially act as a corporate trustee to provide a safeguarding role to ensure that the building remained protected should the charity become unable to operate, as per the advice on the ACRE factsheet. It was emphasised that any such role would be a last resort to protect the asset rather than for the Parish Council to assume responsibility for managing the facility.

The Clerk advised that she would be attending the AGM and would discuss the available options with the trustees.

Resolved: For the Clerk to attend the Whitley Reading Rooms AGM, progress the proposal for the Parish Council to act as a corporate trustee and ask for the item to be added to the AGM agenda.

d) Beanacre Play Area

Members considered the report following site visits with several play equipment suppliers to assess the condition of the Beanacre Play Area and identify appropriate refurbishment options.

The Clerk explained that the visits had confirmed that the majority of the existing equipment remained in good condition. However, the two timber swing frames had reached the end of their serviceable life and the timber overhead climber had deteriorated to the extent that replacement was recommended. The intention was

therefore to undertake a targeted refurbishment rather than a full redevelopment of the play area.

Members noted that indicative quotations received to date broadly aligned with the available budget (£25,000) and supported replacing the two swing units, removing the overhead climber and installing alternative play equipment, together with associated repairs and improvements. It was suggested that 10% contingency was added to the budget (£2,500).

The Clerk also recommended obtaining specialist technical assistance to prepare the specification and assist in evaluating quotations, recognising that specialist knowledge would help ensure a consistent and technically robust procurement process (£1950-£2500).

It was proposed that the Asset Management Committee undertake a site visit immediately prior to its next meeting to review the proposals on site and invite local residents and children to comment on the preferred replacement equipment before the specification was finalised.

Resolved:

1. To approve, in principle, a targeted refurbishment of Beanacre Play Area comprising replacement of the two swing units, removal and replacement of the overhead climber with alternative play equipment, together with associated repairs.
2. To approve an indicative project budget of up to **£30,000+VAT**, including specialist technical assistance to prepare the specification and assist with tender evaluation.
3. To obtain specialist support to prepare the specification and tender documentation.
4. To hold a site meeting at Beanacre Play Area prior to the next Asset Management Committee meeting, with Committee Members meeting at **6.00 pm** and local residents invited to attend from **6.15 pm** to comment on the proposed replacement equipment.
5. To submit the final specification for consideration at the July Full Council Meeting prior to seeking quotations.

e) Bowerhill Sports Pavilion Boiler

Members considered a quotation to replace the worn ignition/ionisation probe within the boiler serving Bowerhill Sports Pavilion. The Clerk clarified that, contrary to the wording within the agenda papers, the quotation related to the pavilion boiler rather than multiple hot water heaters.

Resolved: To approve the quotation from the JCC Services to replace the ignition/ionisation probe at Bowerhill Sports Pavilion at a cost of **£225 excluding VAT**.

083/26 Highways and Road Safety

a) Local Highways and Footway Improvement Group (LHFIG)

Members noted that the LHFIG allocation for 2026/27 had been reinstated to **£24,338**, following confirmation that the previously reduced provisional allocation had been revised.

It was also noted that the final Parish Council contribution towards the installation of dropped kerbs at the bellmouth of Bader Park would be **£706.93**, which was lower than the estimate previously approved.

Resolved: To approve the Parish Council contribution of **£132** towards the installation of additional verge markers on Halifax Road opposite the school.

Councillor Baines commented that work would start on the waiting restrictions (double yellow lines) on the 1st July 2026.

b) Highways, Footpaths and Streetscene Committee Meeting

Members considered the need to hold an additional Highways, Footpaths and Streetscene Committee meeting to enable new requests to be submitted to the next LHFIG meeting before the deadline of 27th August 2026.

Resolved: To hold an additional meeting of the Highways, Footpaths and Streetscene Committee on **Monday 10th August 2026**.

c) Semington Road Holistic Review

Members received feedback from the site visit held on 23rd June with the Walk Wheel Cycle Trust as part of the Holistic Review of Semington Road.

The Clerk reported that the consultants had undertaken a detailed assessment of the route, considering walking, cycling, public transport, road safety and the wider highway environment. The visit included discussion of existing issues and potential improvements, with Members taking the opportunity to identify additional matters for consideration.

Members requested that the consultants also consider how current and proposed developments could contribute through Section 106 agreements towards future highway improvements and pedestrian connections where appropriate.

It was noted that the consultants expected to complete their assessment and prepare recommendations within approximately six weeks.

Members welcomed the independent review and considered that it would provide an important evidence base to support future discussions with Wiltshire Council and developers.

d) Bus Shelter Infrastructure Improvement Programme

The Clerk reported on Wiltshire Council's recent presentation outlining its new Bus Shelter Infrastructure Improvement Programme.

She had specifically asked whether the Government-funded programme included provision for Real Time Passenger Information (RTI), and was advised that the current scheme did not include RTI.

It was noted that the programme included a new standard design for bus shelters incorporating improved accessibility features and solar panels to provide an independent power supply for future technologies where appropriate.

The Clerk advised that she had taken the opportunity to raise several issues during the presentation on behalf of the Parish Council, including:

- the continued absence of Real Time Passenger Information (RTI) within Melksham;
- the need for Wiltshire Council to include achievable bus infrastructure requirements within Section 106 agreements for new developments;
- the desirability of standard specifications for developer-provided bus shelters; and

It was also noted that Wiltshire Council would be cleaning all bus shelters across the county. Officers would seek further information regarding the timing of the works to avoid unnecessary duplication with the Parish Council's own maintenance arrangements.

Members noted the update.

084/26 Emergency Plan

a) Red Severe Heat Warning

Members considered whether any lessons could be learned following the Met Office Red Severe Heat Warning issued for 24th and 25th June 2026.

The Clerk advised that, in response to the warning, staff had adjusted working practices for the Grounds Team to minimise prolonged physical work during the hottest parts of the day. Welfare arrangements for staff had also been reviewed.

The Council had worked jointly with Melksham Town Council to publicise advice encouraging residents to check on vulnerable neighbours and ensure that those who might require assistance had access to food, medication and other essential supplies before the hottest weather arrived.

Members welcomed the joint approach and recognised the importance of communicating advice ahead of severe weather events rather than once they had commenced.

b) Joint Emergency Plan

Members received an update on the preparation of a joint Emergency Plan with Melksham Town Council.

The Clerk advised that work was continuing to update the Plan following recent exercises and that amendments had been made to improve procedures and contact information.

Members noted the progress.

c) Emergency Telephone Number

Members considered options for establishing an emergency telephone number for the Community Action: Whitley & Shaw Community Emergency Group (CAWS CEG).

The Clerk explained that advances in telephone technology meant that calls could now be diverted automatically to different volunteers or officers, with voicemail messages also being transcribed and distributed electronically. For example, option 1 could be the Flood Wardens and option 2 would be the Parish Council's out of hours phone number. This offered a more resilient solution than had previously been available and could provide a single contact number for community emergency volunteers whilst avoiding the need to publish multiple personal telephone numbers.

Members recognised the potential benefits of a single emergency contact number, both for flooding incidents and other community emergencies, and supported further investigation of the proposal.

Resolved: To continue exploring options for a dedicated emergency telephone number in partnership with CAWS Community Emergency Group and report back with detailed proposals

085/26 Community Projects / Partnership Organisations

a) Stakeholder Steering Group – Future Healthcare Provision

Members considered a proposal to establish a stakeholder steering group to help influence the future provision of healthcare services within Melksham.

Councillor Sullivan reported on recent discussions with representatives of the Integrated Care Board (ICB), the Friends of Melksham Hospital and other stakeholders regarding the NHS Ten-Year Plan and the development of neighbourhood health services. She explained that the ICB was keen to engage with local communities to better understand local healthcare priorities and identify opportunities to deliver more services closer to where people live.

Members recognised the continued concerns of residents regarding the availability of healthcare services alongside significant housing growth and agreed that the Parish Council was well placed to facilitate discussions between key organisations. It was suggested that membership of the steering group could include representatives from the Parish and Town Councils, GP surgeries, Patient Participation Groups, Friends of Melksham Hospital, the Integrated Care Board and local health and wellbeing organisations.

It was acknowledged that the proposal would require further discussion with potential partners to ensure that the group's role complemented, rather than duplicated, existing arrangements.

Resolved: To support, in principle, the establishment of a stakeholder steering group to consider future healthcare provision within Melksham and for Councillor Sullivan to continue discussions with the relevant organisations before bringing detailed proposals back to Council.

b) Gigabit Broadband Voucher Scheme

Members received an update on the Gigabit Broadband Voucher Scheme following letters issued to eligible households across the parish.

The Clerk advised that, although approximately 230 letters had been distributed, the response rate had been low. Following discussions with Wiltshire Council officers, it had become apparent that the four largest broadband providers were not participating in the scheme due to its limited timescale, with funding currently due to end in August 2026.

Members noted concerns that the scheme was unlikely to achieve its intended objectives unless it was extended and opened to smaller broadband providers who may be better placed to deliver local solutions.

Resolved: To write to the Member of Parliament requesting that the Government extend the duration of the Gigabit Broadband Voucher Scheme and allow smaller broadband providers to participate.

c) Proposed Fire Station Closures

Members noted that the proposed closure of Bradford-on-Avon Fire Station was no longer being pursued.

d) National Grid Community Fund

Members noted that the Parish Council was not eligible to apply directly to the National Grid Community Fund.

Discussion took place regarding opportunities for local community organisations and village halls to benefit from the funding instead. Members considered that the Parish Council could play a useful role in bringing community groups together to share information and coordinate potential applications, helping to maximise the benefit of available funding whilst avoiding duplication.

It was also noted that a future Village Hall Meeting may provide an appropriate forum for discussing funding opportunities.

Resolved: For Officers to engage with local community groups and village halls regarding the National Grid Community Fund and facilitate discussions on potential funding opportunities.

e) Banking Hub

Members considered whether to request that Melksham be assessed for a Banking Hub.

The Clerk explained that recent guidance suggested Banking Hubs could now be considered where no bank branches remained, even where a Post Office or building society continued to operate. Members noted that Banking Hubs provided face-to-face banking services on behalf of several high street banks and could improve access to banking for residents, businesses and community organisations.

Whilst recognising that previous requests had been unsuccessful, Members agreed that the eligibility criteria appeared to have changed sufficiently to justify a further request.

Resolved: To request that Melksham be considered for the provision of a Banking Hub.

f) Devizes Community Area Governance Review

Members noted that there were no implications for Melksham Without Parish arising from the current Devizes Community Area Governance Review which included three parishes with adjoining boundaries.

g) Bowerhill Sports Field – Potential 3G Pitch

Members received feedback from discussions with Wiltshire FA regarding the potential for Bowerhill Sports Field to become the location of a Football Foundation-funded 3G pitch.

It was explained that, whilst Wiltshire FA recognised the quality of the existing facilities, the Melksham Town FC site at Oakfields was currently considered more suitable for Football Foundation investment due to factors including changing facilities, car parking capacity and the concentration of football activity particularly the community involvement. Members noted that opportunities remained to improve the existing facilities, including potential funding to enhance changing provision for female players.

It was noted that extension of the carpark would be considered at the next Asset Committee on Monday 6th July 2026.

h) Village Hall Meeting and INPOST Lockers

It was noted that INPOST lockers had been discussed and a presentation received at the recent Village Hall meeting. It was explained that parcel lockers could provide an additional income stream for village halls whilst also offering a convenient collection and returns service for local residents, potentially reducing the number of delivery vehicles travelling through villages.

As landlord of Shaw Village Hall and Berryfield Village Hall, the Parish Council's agreement in principle was sought should either management committee wish to pursue the opportunity.

Resolved: To support, in principle, the installation of parcel lockers at parish-owned village halls, subject to the agreement of the relevant management committee and any necessary landlord approvals.

i) Government Crisis Resilience Fund

Members noted details of the Government's new Crisis Resilience Fund, administered by Wiltshire Council.

It was agreed that information about the scheme should be shared locally to ensure that residents and community organisations were aware of the support available.

The meeting closed at 9.26 pm.

Date: 09/06/2026	Melksham without Parish Council Current Year	Page: 268
Time: 13:09	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 2

Receipts for Month 2				Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
Balance Brought Fwd :		120,431.58					120,431.58		
V5130-BACS	Banked: 21/05/2026	20.97							
V5130-BACS	Age UK Wiltshire	20.97			1486	170	20.97	Inv.566- MCS phone line costs	
V5131-HMRC	Banked: 22/05/2026	4,673.80							
V5131-HMRC	HM Revenue & Customs	4,673.80			105		4,673.80	VAT Refund 1st Jan 26-31st Mar	
V5132-BACS	Banked: 29/05/2026	71.00							
V5132-BACS	Bath Road	71.00			1210	210	71.00	Inv.563- 10th May match	
Total Receipts for Month		4,765.77	0.00	0.00			4,765.77		
Cashbook Totals		125,197.35	0.00	0.00			125,197.35		

Date: 09/06/2026	Melksham without Parish Council Current Year	Page: 269
Time: 13:09	Cashbook 1	User: MR
	Current Account & Instant Acc	For Month No: 2

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/04/2026	Shaw Village Hall	V5000-6246	-10,500.00			4620	170	-10,500.00	RETURNED CHQ
27/04/2026	Berryfield Village Hall	V5001-6247	-1,590.00			4620	170	-1,590.00	RETURNED CHQ
27/04/2026	Whitley Reading Rooms	V5003-6249	-3,490.00			4620	170	-3,490.00	RETURNED CHQ
27/04/2026	Wiltshire Search and Rescue	V5018-6264	-695.00			4610	170	-695.00	RETURNED CHQ
27/04/2026	Friends of Giffords Surgery	V5019-6265	-700.00			4610	170	-700.00	CHQ RETURNED
27/04/2026	Melksham Food & River Festival	V5052-6270	-600.00			4610	170	-600.00	RETURNED CHQ
27/04/2026	Shaw & Whitley Community Hub	V5025-6271	-2,000.00			4610	170	-2,000.00	RETURNED CHQ
27/04/2026	Melksham Gardeners Society	V5029-6275	-300.00			4610	170	-300.00	RETURNED CHQ
06/05/2026	Unity Bank	V5120-TRAN	109,000.00				220	109,000.00	Transfer from Lloyds to Unty
15/05/2026	Daisy (Onebill)	V5133-DD	79.43		13.24	4190	120	66.19	Inv.739-Office line & wifi
15/05/2026	Daisy (Onebill)	V5134-BACS	87.68		14.61	4384	220	73.07	Inv.09-Pavilion line & wifi
21/05/2026	EDF Energy	V5135-DD	121.28		5.78	4312	220	115.50	Inv.11-Pavilion gas
26/05/2026	Unity Bank	V5123-6286	17,000.00				220	17,000.00	052-Transfer Lloyds TO Unity
Total Payments for Month			106,413.39	0.00	33.63			106,379.76	
Balance Carried Fwd			18,783.96						
Cashbook Totals			125,197.35	0.00	33.63			125,163.72	

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	Unity Bank	For Month No: 2

Receipts for Month 2				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount
Balance Brought Fwd :		23,356.29					23,356.29
V5128-INTE	Banked:05/05/2026	2,266.97					
V5128-INTE	CCLA Investment Management	2,266.97			1080	110	2,266.97 Interest
	Banked:06/05/2026	109,000.00					
V5120-TRAN	Current Account & Instant Acc	109,000.00			200		109,000.00 Transfer from Lloyds to Unty
	Banked:19/05/2026	2,984.41					
V5129-TRAN	Instant Access Unity 20476339	2,984.41			230		2,984.41 Transfer to Unity
V5129-INTE	Banked:19/05/2026	7.65					
V5129-INTE	Unity Trust Bank	7.65			1080	110	7.65 Interest from instrant access
	Banked:22/05/2026	23,000.00					
V5122-TRAN	CCLA	23,000.00			240		23,000.00 Transfer from CCLA to Unity
	Banked:26/05/2026	17,000.00					
V5123-6286	Current Account & Instant Acc	17,000.00			200		17,000.00 052-Transfer Lloyds TO Unity
Total Receipts for Month		154,259.03	0.00	0.00			154,259.03
Cashbook Totals		177,615.32	0.00	0.00			177,615.32

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Unity Bank

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For Month No: 2

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2026	Grist Environmental	V5124-DD	108.36		18.06	4770	220	90.30	Inv.699-B'Hill Waste away
15/05/2026	CCLA	V5121-TRAN	109,000.00			240		109,000.00	Transfer from Unity to CCLA
19/05/2026	Lloyds Bank PLC	V5125-DD	939.97		78.33	4175	120	53.38	Monthly subscription
					4686	170		6.99	Age UK MCS phone line
					4175	120		72.45	Office 365 Cllrs
					4175	120		24.97	PDF Subscription 1 of 2
					4155	120		24.16	Biscuits for meetings
					4370	120		4.99	Surface wipes
					4150	120		24.99	Leaflet holder
					4155	120		6.66	Cups
					4370	120		2.92	Washing up liquid
					4175	120		30.24	Officer office 365
					4175	120		6.65	MWPC Website domain
					4175	120		24.97	PDF Subscription 2 of 2
					4200	120		12.99	Meeting subscription
					4250	120		14.00	Shaw school land registry
					4250	120		14.00	Shaw School land registry 2
					4650	170		439.00	SLCC Membership
					4190	120		41.28	Office phone calls
					4175	120		54.00	Monthly subscription
					4140	120		3.00	Monthly Fee
20/05/2026	EDF Energy	V5126-DD	128.31		6.11	4302	220	122.20	Inv.019-Pavilion electricity
28/05/2026	Shaw Village Hall	V5077-BACS	10,500.00			4620	170	10,500.00	Grant Award 2026/27
28/05/2026	Berryfield Village Hall	V5078-BACS	1,590.00			4620	170	1,590.00	Grant Award 2026/27
28/05/2026	Whitley Reading Rooms	V5079-BACS	3,490.00			4620	170	3,490.00	Grant Award 2026/27
28/05/2026	Wiltshire Search and Rescue	V5080-BACS	695.00			4610	170	695.00	Grant Award 2026/27
28/05/2026	Friends of Giffords Surgery	V5081-BACS	700.00			4610	170	700.00	Grant Award 2026/27
28/05/2026	Melksham Food & River Festival	V5082-BACS	600.00			4610	170	600.00	Grant Award 2026/27
28/05/2026	Shaw & Whitley Community Hub	V5083-BACS	2,000.00			4610	170	2,000.00	Grant Award 2026/27
28/05/2026	Melksham Gardeners Society	V5084-BACS	300.00			4610	170	300.00	Grant Award 2026/27
28/05/2026	Agilico	V5085-BACS	60.19		10.03	4130	120	50.16	Inv.576- Office photocopying
28/05/2026	Aquasafe Environmental Ltd	V5086-BACS	168.00		28.00	4212	220	140.00	Inv.404-April 2026 PPM Visit
28/05/2026	Jens Cleaning	V5087-BACS	351.00			4381	220	351.00	Pavilion Cleaning- March-April
28/05/2026	JH Jones & Sons	V5088-BACS	144.00		24.00	4721	220	120.00	Inv.5947-Bridge emergency repa
28/05/2026	JH Jones & Sons	V5089-BACS	2,742.77		457.13	4402	320	72.94	Inv.5979-Allotment grass cutli
						4402	320	21.88	Inv.5979-BSF Hedge cut
						4400	142	417.42	Inv.5979-Play Area grass cutli
						4780	142	149.86	Inv.5979-Play Area bin emptylin
						4400	142	21.84	Inv.5979-Beanacre leaf clearan

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Cashbook 2

Unity Bank

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Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4400	142	42.03	Inv.5979-Kestrel Shrub Mainten
						4820	142	39.36	Inv.5979-SHF Annual cut
						347	0	-39.36	Inv.5979-SHF Annual cut
						6000	142	39.36	Inv.5979-SHF Annual cut
						4401	220	1,150.06	Inv.5979-JSF Pitch maintenance
						4400	142	25.00	Inv.5979-Grass cutting Berryfl
						4781	220	96.50	Inv.5979-JSF Bin emptying
						4405	220	50.67	Inv.5979-JSF Hedge
						4409	142	198.08	Inv.5979-Hornchurch POS
28/05/2026	Cardinus	V5090-BACS	180.00		30.00	4390	120	150.00	Inv. M4- Shaw V Hall valuation
28/05/2026	Cardinus	V5091-BACS	180.00		30.00	4390	120	150.00	Inv.W4-Pavilion valuation
28/05/2026	Cardinus	V5092-BACS	180.00		30.00	4390	120	150.00	Inv.D9-Berryfield V Hall valua
28/05/2026	Open Spaces Society	V5093-BACS	45.00			4650	170	45.00	Annual subscription 26/27
28/05/2026	Place Studio Ltd	V5094-BACS	480.00		80.00	4680	170	400.00	Inv.088-NHP Workshop
28/05/2026	ROSPA Play Safety	V5095-BACS	960.00		160.00	4410	142	800.00	Inv.96389-Operational inspecti
28/05/2026	SLCC Enterprises Ltd	V5096-BACS	168.00		28.00	4055	130	140.00	Inv.305-1- Parish Officer ILCA
28/05/2026	Wellers Law Group	V5097-BACS	50.00		2.00	4390	120	48.00	Inv.051- Berryfield P/A land r
28/05/2026	Wiltshire Council	V5098-BACS	21.00		3.50	4560	142	17.50	Inv.383- Flood warden DBS Admi
28/05/2026	Wiltshire Council	V5099-BACS	21.50			4560	142	21.50	Inv.384-Flood warden DBS Check
28/05/2026	Wiltshire Publication	V5100-BACS	89.28		14.88	4230	120	74.40	Inv.927-Annual parish advert
28/05/2026	Zurich Insurance	V5101-BACS	458.17			4281	142	458.17	Refund for Beanacre shelter
28/05/2026	Radcliffe Fire Protection Ltd	V5102-BACS	148.80		24.80	4212	220	124.00	Inv.43403-Six monthly alarm
28/05/2026	Clerks & Councils Direct	V5103-BACS	15.50			4650	170	15.50	Annual subscription
28/05/2026	JH Jones & Sons	V5104-BACS	2,502.00		417.00	4740	220	2,085.00	Inv.6022-Verti drain all pitch
						355	0	-2,085.00	Inv.6022-Verti drain all pitch
						6000	220	2,085.00	Inv.6022-Verti drain all pitch
28/05/2026	Core Clean	V5105-BACS	250.00			4751	220	250.00	Pavilion external cleaning
28/05/2026	Zurich Municipal	V5106-BACS	6,921.98			4281	142	778.61	Berryfield Village Hall insura
						4282	220	1,149.20	Bowerhill Pavilion insurance
						4281	142	4,994.17	Parish Insurance

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		Unity Bank					For Month No: 2	
Payments for Month 2				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/05/2026	Gallagher	V5107-BACS	649.92			4281 142	649.92	Cyber Insurance
28/05/2026	Bobby Van Trust	V5108-BACS	300.00			4610 170	300.00	Donation
28/05/2026	HM Revenue & Customs	V5109-BACS	2,922.16			4041 130	1,223.05	Period 2- May 2026
						4000 130	523.20	Period 2- May 2026-T
						4000 130	230.70	Period 2- May 2026-NI
						4010 130	279.20	Period 2- May 2026-T
						4010 130	125.03	Period 2- May 2026-NI
						4010 130	14.00	Period 2- May 2026
						4020 130	204.80	Period 2- May 2026-T
						4020 130	92.18	Period 2- May 2026-NI
						4460 142	215.80	Period 2- May 2026
						4800 320	14.20	Period 2- May 2026
28/05/2026	Wiltshire Pension Fund	V5110-BACS	2,112.18			4045 130	1,547.50	Period 2- May 2026
						4000 130	267.36	Period 2- May 2026
						4010 130	169.71	Period 2- May 2026
						4020 130	127.61	Period 2- May 2026
28/05/2026	Teresa Strange	V5111-BACS			1.76	4000 130		May 2026 Salary
						4190 120	4.42	Out of Hours mobile-April 26
						4190 120	4.42	Out of Hours mobile-May 26
						4048 130	10.60	Parking SLCC Health & Wellbein
28/05/2026	Marianne Rossi	V5112-BACS				4010 130		May 2026 Salary
28/05/2026	Fiona Dey	V5113-BACS				4020 130		May 2026 Salary
28/05/2026	Terry Cole	V5114-BACS				4460 142		May 2026 Salary
						4050 142	47.50	Travel Allowance- May 26
						4051 142	46.80	Mileage x104 miles
28/05/2026	David Cole	V5115-BACS				4800 320		May 2025 Salary
28/05/2026	Woods Business Services	V5116-BACS	85.24		14.21	4150 120	71.03	Inv.946-A3 & A4 paper
28/05/2026	Rialtas Business Solutions Ltd	V5117-BACS	1,104.00		184.00	4185 120	920.00	Inv.908-Year end closedown
28/05/2026	IAC Audit & Consultancy Ltd	V5118-BACS	474.00		79.00	4100 120	395.00	Inv.2146-Year end audit 25/26
28/05/2026	Wiltshire Council	V5119-BACS	706.93			4510 142	706.93	Inv.85-Bader park dropped kerb
31/05/2026	Unity Trust Bank	V5127-SERV	10.60			4140 120	10.60	Service Charge
Total Payments for Month			162,252.54	0.00	1,720.81		160,531.73	
Balance Carried Fwd			15,362.78					
Cashbook Totals			177,615.32	0.00	1,720.81		175,894.51	

Total Salaries
May 2026
£7,583.18

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Instant Access Unity 20476339

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Receipts for Month 2				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		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	

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Payments for Month 2				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail
19/05/2026	Unity Bank	V5129-TRAN	2,984.41			220		2,984.41 Transfer to Unity
Total Payments for Month			2,984.41	0.00	0.00			2,984.41
Balance Carried Fwd			0.00					
Cashbook Totals			2,984.41	0.00	0.00			2,984.41

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	CCLA	For Month No: 2

Receipts for Month 2				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		719,000.00					719,000.00	
Banked: 15/05/2026		109,000.00						
V5121-TRAN	Unity Bank	109,000.00			220		109,000.00	Transfer from Unity to CCLA
Total Receipts for Month		109,000.00	0.00	0.00			109,000.00	
Cashbook Totals		828,000.00	0.00	0.00			828,000.00	

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	CCLA	For Month No: 2

Payments for Month 2				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Detail
22/05/2026	Unity Bank	V5122-TRAN	23,000.00			220		23,000.00 Transfer from CCLA to Unity
Total Payments for Month			23,000.00	0.00	0.00			23,000.00
Balance Carried Fwd			805,000.00					
Cashbook Totals			828,000.00	0.00	0.00			828,000.00