

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 21<sup>st</sup> January, 2019 at St. Barnabas Church Hall, Beanacre at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Paul Carter, David Pafford, Mary Pile, Robert Shea-Simonds, Nick Holder and Terry Chivers.

Officers: Teresa Strange (Clerk) and Jo Eccleston (Parish Officer).

Invited Guests: Wiltshire Cllr. Roy While, Wiltshire Cllr. Phil Alford, Pauline Helps (Secretary of BRAG), Colin Goodhind (Melksham parkrun Event Director) and Craig Murray (Beaver Leader, Shaw and Whitley Scouts).

391/18 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He gave the following announcements:

- **Vacancy for Berryfield Ward:** Cllr. Daniel Barber had given his resignation to the Chairman, citing family commitments as his reason. There was now a vacancy for the Berryfield Ward, which under electoral regulations could not be publicised until 18th January, 2019. If, by 7<sup>th</sup> February, 2019, ten electors from the Berryfield Ward request an election this must take place before 12<sup>th</sup> April, 2019. If a request for an election is not made then the vacancy can be filled by co-option.
- **Melksham Area Co-ordination:** Matt Billingham, the Melksham Co-ordinator had introduced himself at the last Area Board meeting, and members noted his advertising flyer. His remit is to help people in the following ways:
  - Access information, advice and support
  - Build their own local network
  - Find practical ways to resolve problems
  - Be part of their local community
  - Identify their personal strengths, needs and goals

It had previously been noted that the area Matt covered did not cover the whole of the parish. Cllr. Wood encouraged members to give Matt's details to anyone in their ward who might need his help.

392/18 **Apologies:** Cllr. Greg Coombes had a bad cold; this reason for absence was accepted.

393/18 **Not Present:** Cllr. Paul Taylor and Cllr. Kaylum House.

394/18 **Declarations of Interest:** Cllr. Glover declared an interest in agenda item 8d as he is an allotment holder and Cllr. Pile declared an interest in agenda item 8e as she is a member of the CAWS (Community Action Whitley Shaw) committee.

395/18 **Dispensation Requests:** It was noted that the Parish Council had a dispensation, registered with Wiltshire Council for this Council Term, for members who live in the parish to discuss and set the Precept.

*The Council agreed to suspend Standing Orders for a period of public participation.*

396/18 **Public Participation:** Colin Goodhind explained about the parkrun events, in that they are free 5k runs open to all held all over the UK and further afield at 9.00am every Saturday morning. There are over 600 events held in the UK and the one in Melksham

starts and finishes in King George V park, with a route that follows the river. He reported that the first Melksham parkrun was on 16<sup>th</sup> December 2017 and to date 56 events had been held, with over 2,000 runners covering 38,000km. It is a very popular event, which required £3,000 for the set-up costs (this was funded equally by the Area Board the Town Council and the Parish Council), but the event is run by 30 plus volunteers. Additionally, Spa Medical Centre and Giffords Surgery are “parkrun practices” which means that they are committed to helping their patients take part in parkrun if they feel that this would be a benefit to both mental and physical health issues. He advised that children from the age of 4 can take part, however, they must be accompanied and within arm’s reach of an adult. Craig Murray of Shaw and Whitley Scouts contacted parkrun to enquire if there was a possibility of putting on a junior parkrun as he had received lots of interest from the Scout Movement. Junior parkrun is a separate event, a 2k run for 4-14year olds, held on a Sunday morning rather than a Saturday, where they do not need to be accompanied by adults. Colin Goodhind said that he hoped that the previous three funders would also consider funding the set-up costs of junior parkrun.

Craig Murray explained that last year he set up the Shaw and Whitley Scout Group, which has been a great success, and that he had been exploring the possibility of a junior parkrun. He said that he had received lots of positive feedback from parents who have stated that they would be willing to be marshals for a junior event. He advised that Swindon had a junior parkrun event which was well attended and that he would like to roll out an event in Melksham. He stated that the course would be in King George V park where the runners would always be visible, for safeguarding reasons.

Members queried why there would be any set up costs, and asked why the junior parkrun event could not use the equipment provided for the main parkrun event, especially as the two events would be held on different days.

Colin Goodhind replied that junior parkrun would be a separate event and would require their own kit, such as laptop, stop watches, Hi-Viz jackets, etc., but that the main parkrun event might be able to supply other equipment, such as signage and trollies.

Members also queried whether any other youth or young people’s organisations had been approached about getting involved. It was noted that at this point it was only the local scouts who had been approached as they were just exploring the possibilities of putting on a junior event.

It was additionally queried why King George V park was picked as a venue when there were other venues both in the Town and the Parish that could be used. Colin Goodhind explained that the main parkrun event generated parking requirements for approximately 100 cars, and that Cooper Tires allowed their car park to be used every Saturday. It was therefore hoped that Cooper Tires would do the same for a Sunday Junior parkrun. It was felt that other venues either didn’t have enough parking provision, or football and rugby matches were being held on possible alternative venues. This park was also good as a venue in all weathers and had already been measured out. It is also recognised as an existing parkrun venue.

Members queried whether apart from the Town Council and Area Board, if any other Parish Councils had been approached for funding. It was noted at this point that only the Town Council and the Parish Council had been approached.

Wiltshire Cllr. Phil Alford reported that there had been a restructuring of the Community Engagement Manager (CEM) team. Previously there had been 18 CEMs, one for each Area Board, but this had now been streamlined to 12 CEMs with some taking on more than one Area Board. Rhys Schell, the Melksham CEM, had been promoted and was now the manager of all the CEMs and Melksham would be getting a new CEM. It was

noted that the new CEM for Melksham was coming to meet Parish Council officers, next week.

A decision had been made at the Wiltshire Council cabinet meeting over the closure of Oxenwood and Braeside outside education centres, and Wiltshire College has been awarded the contract to undertake outside learning in the County. Wiltshire College had put in a bid to undertake this work which will be delivered from their Lackham Site. They will be building a new 120 bed facility to accommodate students for outside learning. The existing staff from Braeside and Oxenwood will be able to transfer to Lackham. Braeside will stay open until 2020.

He reported that he was the Chair of the task group looking at young people and children's mental health services, and the remodelling of the CAMHS (Children and Adolescent Mental Health Services) provision. In April last year Oxford Health, Wiltshire Council's provider, switched to delivering a different model. This is based on having a central hub with CAMHS workers embedded in various locations such as schools, etc, so that young people can be referred more quickly. The focus is now on improving the transition between CAMHS and Adult Mental Health services. These two services are run by different providers and Wiltshire Council are looking at how they can work together to prevent 18 year olds from slipping through the net and how they can be better supported.

Wiltshire Cllr. Roy While reported that Wiltshire Council had decided at their cabinet meeting to set up a local housing company to build new homes and that it intended to take out a loan to do this. The discussions were that they hoped to raise £50million of finance over the next 5 years. Another proposal is that if a Wiltshire Council development company was set up that land under Wiltshire Council ownership could be transferred to the development company so that they could build houses. These discussions were still in their infancy.

A report was considered at the cabinet meeting about Wiltshire Council's Adoption Service. An agency has been set up, working with other councils in the South West to widen the net for seeking potential foster parents and those looking to adopt. Members queried whether the idea of Wiltshire Council setting up a housing/development company was to meet the social housing needs of residents in Wiltshire. Cllr. While confirmed that it was. Members also expressed concerns about the potential safety of Wiltshire Council setting up a development company, citing the historic West Wilts Holdings, who back in the 1980's was established to do the same thing, but ended up in Crown Court due to financial problems. Cllr. While said that he would look into this further.

*The Council reconvened and agreed to bring forward agenda items 10b, 8a and 8b for discussion.*

- 397/18 **Request for Funding for Start-up of Junior parkrun:** A request for funding for £1,000 had been received from the Melksham parkrun Event Director in conjunction with the Beaver Leader of Shaw and Whitley Scout Group towards the set-up costs of a Junior parkrun Event. It was noted that the set-up costs were £3,000, as with the main parkrun Event, and that the Parish Council, Melksham Town Council and the Area Board were all being approached again for funding as they had provided the previous funding. It was noted that when the request for funding for the parkrun Event was made that this included lots of information about what the money would be spent on. It was felt that more information was required about why Junior parkrun could not share some of the required equipment with the main parkrun event, especially as they were held on different

days, so they equipment would not need to be used at the same time by both groups. Additionally, a list of what was required to start up Junior parkrun should be provided to accompany any request for funding. It was noted that this event was for the benefit of the whole of the Melksham Area Board area and as such it seemed fair that other parish councils should be asked to make a contribution. **Resolved:** *The parish council support the proposal of setting up a Junior parkrun in principle, but would like to see more information provided about what any funding would be spent on. Additionally, they would like to see other parish councils in the Melksham Area Board area asked to also financially support this initiative.*

398/18 **Potential Transfer of Part of Bowerhill Sports Field:**

- a) **Feedback following Public Consultation Meeting at Bowerhill Village Hall on Wednesday 16<sup>th</sup> January, 2019:** Members noted feedback from BRAG (Bowerhill Residents Action Group) who indicated that they were not against the proposal, but had concerns over potential habitat displacement, loss of trees, access, drainage and parking. They had greater concern over where any alternative land would be and the condition of any replacement land, however, they were comforted by the fact that there were safeguards in place controlled by Fields in Trust. The members who attended the public consultation meeting felt that in general those sentiments were echoed by the residents who attended the meeting. One member expressed disappointment at the low public attendance at this meeting, just 14, but felt that the message expressed by those who were there was not that the Parish Council should not proceed with this proposal. The Clerk advised that Mike Rogers had contacted the Parish Council as the representative of the Chippenham and District AFC League, which have 4 home teams playing at the Sports Field on a Sunday, and that their only concern was that a pitch may be lost. It was noted that the pitch layout had been configured to allow for potential youth pitches to be marked up should they ever be required; however, all the youth matches were now played at Oakfields. If any transfer of land did take place there would still be more than enough room for 3 pitches and one could be marked up closer to the pavilion and picnic benches, which would be a preference to the football teams and their supporters.
- b) **Future Action:** The Clerk advised that there are very strict procedural guidelines and rules to follow when considering the selling of public open space to ensure that it is carried out in a transparent and legal way. Due to these requirements she cautioned that members should be considering whether they wished to proceed further with this proposal and make investigations about the availability of possible alternative land, rather than make a final decision over whether to sell the land or not. **Resolved:** *The Parish Council are committed in principle to the transfer of land providing all conditions are met.*

399/18 **Full Council Meeting:**

- a) **Minutes, Full Council Meeting 10<sup>th</sup> December, 2018:** **Resolved:** *The Minutes of the Full Council Meeting held 10<sup>th</sup> December, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*

400/18 **Planning:**

- a) **Minutes, Planning Committee Meeting 10<sup>th</sup> December, 2018:** **Resolved:** *The Minutes of the Planning Committee Meeting held 10<sup>th</sup> December, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*

- b) **Recommendations of the Planning Committee Meeting 10<sup>th</sup> December, 2018:** It was noted that this meeting had preceded the Full Council meeting on 10<sup>th</sup> December and the recommendations had been approved at that meeting.
- c) **Matters Arising - From Min.331/18d:** It was noted that Dick Lovett had confirmed that their contractors had the necessary licences to work on roundabouts. The Clerk advised that she was awaiting confirmation from the Highways Engineer that the Parish Council could take on the S96 licence for the “Milk Churn” roundabout on the A350 so that Dick Lovetts can then sponsor it.

401/18 **Finance, Budget and Precept:**

- a) **Minutes, Finance Committee Meeting 7<sup>th</sup> January, 2019: Resolved:** *The Minutes of the Finance Committee Meeting held 7<sup>th</sup> January, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendments:*

*From Min.352/18b (page 3) – the CIL income figure for 2018/19 corrected from £24,7652.62 to £24,762.62.*

*From Min.353/18b (page 6) – 3<sup>rd</sup> paragraph – the word “additional” amended to “addition”. And last paragraph, the value of funds added to the match funding reserve to be corrected from £1,275 to £1,375.*

It was noted that under Min.354/18, that the Allotment income for 2018/19 had been reported at £3,014. This figure had been taken from the Rialtas software report, but was not actually a true reflection of income for the year. The Allotment year does not run concurrently with the financial year, with rental income for the allotments collected every September for an allotment year that runs from 1<sup>st</sup> October to 30<sup>th</sup> September each year. As the Parish Council has moved from reporting its finances from “receipts and payments” to “income and expenditure” this means that the income from the Allotment rent straddles two financial years. Approximately £1,000 of allotment income shown on the Rialtas system needs to be journaled from the 2018/19 Financial Year across to the 2019/20 Financial Year. This had been done in 2017/18, and the opening balance for 2018/19 on the Allotment Report was £1,000 before any rental income had been received for that year. Therefore, the income from Allotments for 2018/19 was £2,014 not £3,014 as reported in the Finance Committee Minutes.

- b) **Recommendations, Finance Committee Meeting 7<sup>th</sup> January, 2019: Resolved:** *The Recommendations detailed in Min.352/18b)1), Min.352/18b)2), Min.353/18b), Min.354/18)1), Min.354/18)2), Min.354/18)3), Min.354/18)4), Min.356/18, Min.357/18a)1), Min.357/18a)2), Min.357/18b), Min.357/18c), Min.358/18, Min.360/18a) and Min.360/18b) was formally approved.*

It was noted that the recommendations under Min.354/18)4a) (Allotment Rent) and Min.355/18 (Precept Setting) would be considered under separate agenda items.

- c) **Precept for 2019/20: Resolved:** *The Recommendation detailed in Min.355/18 was formally approved, which was as follows:*  
***“The Parish Council set the Precept for 2019/20 at £201,108.10 against a tax base of 2,656.84. A rise of £11,016.36 (0.966%) on last year’s Precept. An average Band D household will contribute £75.69 for the year, an additional 72p on last year, which is a rise of 1%.”***

The Chair of the Council and the Clerk formally signed the precept request paperwork in the presence of the Full Council members

**d) Press Release on Precept and Budget Proposals:** It was noted that in the past few years the Parish Council had issued a press release on its precept setting, and how it intended to spend the money. It was felt that the message to relay to residents was that the Parish Council was intending to continue using the precept to manage and maintain the assets taken on from Wiltshire Council and that Major projects will continue to be funded this forthcoming year from developer contributions from CIL (Community Infrastructure Levy). As the Clerk is the designated Press Officer for the Parish Council, members felt that the wording of this should be at her discretion.

**e) Council Tax Leaflet:** It was noted that Towns and Parishes who have a Precept requirement in excess of £140,000 are required to provide a breakdown of their service expenditure and income to the public. It was noted that the Finance Minutes report the expenditure under the same 3 main headings for consistency (Administration, Parish Amenities and Community Support) as those reported by Wiltshire Council, which is what residents see when they receive their Council Tax bill.

**f) Council Income & Expenditure:** The Council noted the attached report for income and expenditure for the month of December, which were signed by the Chairman as a correct record, as follows:

• Cashbook 1	-	Receipts	£1,784.34	Payments	£ 5,023.18
(Lloyds Bank - Current)					
• Cashbook 2	-	Receipts	£ 0.00	Payments	£ 7,168.73
(Unity Bank - on-line banking)					
• Cashbook 3	-	Receipts	£ 0.00	Payments	£ 0.00
(Lloyds Bank - fixed term deposit)					

**g) Additional Hours Spreadsheet:** As per Min.307/18c a spreadsheet had been produced to show the additional hours worked by staff members both on a monthly basis and cumulatively. Protocols had changed due the reporting via Rialtas, which did not separate additional hours. Members noted this from a budgeting perspective, but it was also noted that this document would be reviewed by the Staffing Committee from a staff health and wellbeing perspective.

**h) Budget vs Actual Report for Quarter 3 (Oct/Nov/Dec):** Members noted that quarterly report and the Clerk explained the variances that were over 100%. She had annotated this report so that members could clearly see that these variances were due to the following:

- the impact of the office relocation
- the cost of additional training on the Rialtas software package for all office staff
- the virement of funds from CIL reserves for roundabout maintenance
- the purchase of street furniture which had been agreed in the last financial year, but have actually been bought in this financial year.

**i) Cheque Signatories & Online Banking Authority for November Payments:** It was noted that as per the approved minutes from the Finance Committee Meeting (Min.357/18a)1) and Min.357/18a)2), all payment will be made vis on-line banking where appropriate, applicable or accepted. There will be a monthly cheque to sign from the Lloyds Bank Current account (cashbook 1) to replenish the balance in the Unity Bank account (cashbook 2) following the on-line payments. It was noted that as per the Financial Regulations two non-finance members were required to sign off the bank reconciliations every quarter. **Resolved 1:** *Cllr. Holder and Cllr. Glover to authorise on-line banking payments and any cheque payments for January 2019. 2. Cllr. Pafford and Cllr. Shea-Simonds to check and sign off the bank reconciliations as non-Finance Committee members.*

402/18 **Asset Management:**

**a) Feedback from Wiltshire Air Ambulance – Re the Flying of Drones and Model**

**Aircraft from the Sports Field:** It was noted that a response had not yet been received from the Wiltshire Air Ambulance trust with regard to a query made by the Parish Council about whether the flying of drones and model aircraft from the Sports Field affected their operations. Since making this enquiry the Melksham ATC (2385 Squadron) based in Bowerhill had asked the Parish Council for formal permission to fly their drone from the Sports Field. Members discussed advice from the BMFA (British Model Flying Association) handbook and queried whether the Air Ambulance HQ was a registered airfield. It was felt that the ATC would act responsibly and within any rules set out, but they queried how to regulate ad-hoc users with drones. A discussion took place over whether any signage on the Sports Field was required and if the Parish Council had any liability for anyone using a drone. **Resolved:** *The Parish Council liaise with the Wiltshire Air Ambulance Trust and investigate what liability they may have.*

**b) Actions for Communal Car Park Area at Briansfield Allotments:** The Clerk advised that she had attended a site meeting at Briansfield Allotments with Wessex Water, Webb Paton (Parish Council's Land Agent) and the Landowner. Several issues arose from that meeting:

- (i) Wessex Water are nearing completion of their works in Berryfield and will be clearing their works compound, which includes the removal of their hardcore. They are happy to move some of their hard core to the Briansfield car park to create a hard standing for a storage shed. However, the area proposed is full of rubbish, such as bark chippings, old pots, dumpy bags, etc. In addition to bark chippings being tipped at the allotment car park without the knowledge or permission of the Parish Council, it would appear that allotment holders are using this area to get rid of unwanted produce, soil and other items from their plots. This rubbish has completely encroached onto the car park and the land owner is unhappy about this. The Clerk advised that if the Parish Council wanted to accept this offer of hardcore then it needed to take action quickly to clear the area before Wessex Water moved off site. She had sought a quote from the Parish Council's contractor J H Jones already to inform the discussion. The quote was to clear bark from a section of the car park area and remove from the site at a cost of £340.00 plus VAT. It was noted that the removed bark chippings could be used to mulch trees either at Bowerhill Sports Field or Shurnhold Fields, or to top up the base area at the BRAG canal picnic area. **Resolved 1:** *The Parish Council clear the bark chippings to make a clear space for hard core from Wessex Water to create a hard standing for a storage shed and accept the quote of £340.00 plus VAT from J H Jones. 2. The removed bark chippings to be offered to BRAG for their picnic area.*
- (ii) The encroachment of this rubbish and associated vegetation onto the car park area of the allotments at the Briansfield site was affecting the goodwill of the landowner. Additionally, the Parish Council's contractors had reported that they were now finding it difficult to turn their tractor in the available space when they were undertaking grass cutting and that they were concerned about damaging the adjacent ditch when attempting to turn around. The landowner wanted this area cleared up. The Parish Council had also requested plainings from the A350, when the upgrade to the Farmers Roundabout was being carried out, to improve

the surface of the car park, but these could only be accepted if the area was cleared. A quote had also been sought for this work from J H Jones; to remove waste from car park area and to dispose of, and to clear area to base of bank, at a cost of £1,682.00 plus VAT. It was noted that much of the cost was due to the disposal of the waste which had to be done in a responsible way and by a company with a waste licence. It was also noted that the allotment gate was often left wide open and therefore there was an opportunity for non-allotment holders to enter the car park, and possibly get rid of waste or dump unwanted chip bark. It was felt that this work needed to be undertaken in order to accept the plainings to improve the car park, but that a stern letter should be sent to all the allotment holders informing them that the dumping of unwanted items was unacceptable. It was felt that this work should be carried out once the Parish Council knew when they would be getting the plainings as there were concerns that if the area was cleared prior to this that more rubbish could be dumped there. **Resolved 1:** *The Parish Council accept the quote from J H Jones for £1,682.00 plus VAT to clear the car park area and remove the waste from the site, but that this work should be carried out once the timings of the delivery of plainings was known.* **2.** *The funding to pay for this to be taken from the Contingency Reserve.* **3.** *A stern letter to be sent to all allotment holders informing them that they are not permitted to dump rubbish in the car park and reminding them to keep the gate closed at all times.*

- (iii) The Recommendation from Min.354/18)4a) from the Finance Committee Minutes (7<sup>th</sup> January, 2019) had not been approved earlier in the meeting as this had recommended that the Parish Council did not increase the Allotment rent from the 1<sup>st</sup> October 2019. The anticipated income from the allotments for 2019/20 was £2,059, with an anticipated expenditure of £1,980, giving a small surplus of £79 for any additional works or unexpected works. However, given that the Parish Council now had to pay £2,022.00 to clear the car park of waste, which was clearly of a gardening/cultivation nature, it was felt that the rent should now be increased to assist in covering some of these costs. It was considered that the rent from 1<sup>st</sup> October, 2019 should be increased for a resident from £27 per 5 perch plot (standard plot on Briansfield and half plot on Berryfield) to £30. It was noted that non-residents pay double the rent to that of residents. Even with this small increase it was noted that it would take approximately 9 years of rent at this rate to recuperate the costs. **Resolved:** *The Parish Council to increase the allotment rent for residents for a 5 perch plot to £30 for the allotment year from 1<sup>st</sup> October 2019. The rent for Non-residents for a 5-perch plot to be £60 for the allotment year from 1<sup>st</sup> October 2019.* Cllr. Glover, who had already declared an interest as an allotment holder at the start of the meeting, did not vote on this issue.
- (iv) It had previously been agreed to install a robust storage shed along the lines of a shipping container similar to that at Melksham Cricket club at the allotments. A quote had been sought for an “Apex Toolsafe “128” shed, which was £4,683.00 plus VAT. It was noted that £5,000 had been allocated for this in the 2019/20 budget, and that this shed would not be purchased until the next financial year as all the groundworks had to be completed first. **Resolved:** *The Parish Council purchase a Cleveland Sitesafe “Apex Toolsafe 128” at a cost of £4,683.00 plus VAT, to be installed at Briansfield allotment car park.*
- c) **Quarterly reports for Play Areas and Adopted Phone Boxes (December 2018):** The Caretaker’s quarterly reports were noted and that they now included

the adopted phone boxes in Shaw and Whitley which were maintained by CAWS (Community Action Whitley Shaw). The following issues had arisen from the reports:

- (i) There were some overgrown shrubs at Kestrel Court Play Area which were now encroaching the pavement and there were some uneven concrete slabs in front of the bench. J H Jones had quoted for this work as follows:
  - To lift 5 concrete slabs, clean off mortar and re-cement - £163.00 plus VAT
  - To prune all shrubs and remove arisings from site - £215.00 plus VAT**Resolved:** *The Parish Council accept the two quotes from J H Jones at a total cost of £378.00 plus VAT for the works at Kestrel Court.*
- (ii) It was noted that at the play area in Shaw that one of the trees had grown into the bow top railings. The tree was too large to be cut down, so the alternative was to remove the section of bow top railing which was causing an issue. **Resolved 1:** *Acer Tree Surgeons to be asked to cut away the section of bow top railing when they are carrying out tree works in the parish.* **Resolved 2:** *The Parish Caretaker to treat to exposed metal with the appropriate anti-rust paint.*
- (iii) It was noted that the bearings on the roundabouts in both Hornchurch Road Play Area and Kestrel Court Play Area were repaired before Christmas.

#### 403/18 Future Meetings:

- a) **Offer of Alternative Meeting Venue:** The Clerk advised that Gompels had offered their old office space to the Parish Council as a free meeting space as a community benefit. This space was large enough to accommodate the large meeting table, plus any members of the public who wish to attend meetings. It has a kitchen area and male, female and disabled toilets. The Parish Council would also be able to have use of the car park in the evening. The Parish Council would also be able to use this space for daytime meetings, but would need to park at the pavilion in order that parked cars did not get in the way of Gompels delivery vehicles. There is Wi-Fi in this building and Gompels would be happy for a large TV screen to be erected to show planning applications and other documentation at meetings. If this offer was taken up it would require the Parish Council to take the large meeting table out of storage and to buy some new meeting chairs. It was noted that new chairs will need to be purchased when the Parish Council move into the Campus and that this cost could be offset against the savings main from venue hire charges. It was noted that £2,280 was in the budget for 2019/20 for room hire charges as it cost £40 per meeting to hire St. Barnabas Church Hall.  
**Resolved 1:** *The Parish Council accept the offer from Gompels and give notice to St. Barnabas Church.* **2.** *The Parish Council buy new meeting chairs and vire the funds for this from the budget for room meeting hire.*
- b) **Meeting dates for 2019/20:** The members noted the meeting dates for 2019/20 and these would be published on the Parish Council's website and notice boards in the Parish.
- c) **Commemoration of 125 Years of Melksham Without Parish Council:** It was noted that in December 2019 the Parish Council would be celebrating its 125<sup>th</sup> year. The Clerk asked if members wanted to consider celebrating this milestone in some way as they had done for its centenary. It was agreed that something should be done at the Annual Parish Meeting in 2020.
- d) **Annual Parish Meeting 2019:** It was noted that the Parish Council had previously agreed to hold this year's Annual Parish Meeting at the Wiltshire Air Ambulance HQ to support them in their new location. At the time that this was considered the Parish

Council had been led to believe that the community meeting space at the Air Ambulance HQ would be free to hire as the Trust were unable to make a charge, with the expectation that hirers would give a donation. The Wiltshire Air Ambulance Trust had now informed that there was a room hire charge of £140, but that they may be able to give a partner discount and charge £125. It was felt that this was an excessive charge for room hire, compared to St. Barnabas Church Hall at £40, and not a good use of tax payer's money. As Gompels had offered the free use of their meeting space it was felt that this would be a more appropriate venue.

**Resolved:** *The Annual Parish Meeting for 2019 to be held at 1 Swift Way, Bowerhill (Gompels meeting space).*

#### 404/18 **Community Projects/Partnership Organisations:**

- a) Potential Projects for Government's "Pocket Parks Plus" Funding:** It was noted that the parish council had no current or forthcoming projects which could take advantage of this funding. This funding was for the regeneration of run-down areas creating green spaces that were less than 0.4hectares in size, and the focus was more on unused urban areas. All the open space projects that the Parish Council were either supporting or looking to support were much larger areas than this.
- b) Parish Council Representative for Melksham Dementia Action Alliance:** The Clerk explained that Mike Mills had been the representative for this organisation and that she was hoping that another member would consider becoming the Parish Council representative. **Resolved:** *Cllr. Shea-Simonds to be the Parish Council representative for the Melksham Dementia Action Alliance.*
- c) Feedback from meeting with BART (Bristol River Avon Trust) re Natural Flood Management Measures for Shaw & Whitley:** The Clerk explained that BART had been working for some time on the Bydemill Brook project in Corsham, which is all about natural flood management, such as ditch digging, slowing the flow of watercourses with tree branches and natural resources, changing of farm practices, etc. All of these small individual measures combined make a big difference to the potential to alleviate flooding. They had started this project in Corsham as a train had got stuck in Box tunnel due to the flooding event in 2014. BART are looking to extend this project to include the Southbrook catchment (Shaw, Whitley and Shurnhold) as much of the land is owned by the same landowner who is already actively engaged in the Bydemill Brook project. He has been using his own staff to undertake flood mitigation works on his land to has changed some of his farming practices which had previously made the land vulnerable to flooding. The amalgamation of these projects to form one larger piece of work will be renamed the West Wilts project. BART will be producing a report in March and they are looking at lots of streams of funding to move this project forward. It was noted that when they apply for match funding they can include volunteer man hours as part of that bid, and the CAWS CEG (Community Emergency Group) had clocked up almost 147-man hours in 2018, which equates to £21,500 worth of funding.
- d) Nomination for Individual/Group for Wiltshire Council Voluntary Awards:** An individual had made a request to the Parish Council that they support a nomination for to receive a civic award for all his work within the community. Whilst the members acknowledged that the individual worked really hard for the older community in Melksham, they felt that there were other volunteers in the Parish who worked equally hard to support older people at lunch clubs and other activity groups. **Resolved:** *The Parish Council do not support this request.*

- e) **Keep Britain Tidy Campaign:** The Parish Council had resolved at the 10<sup>th</sup> December Full Council Meeting (Min.343/18) that they jointly apply for Area Board grant funding with the Town Council for the Keep Britain Tidy Dog Fouling Campaign. The Clerk advised that they were unable to apply for Area Board funding for this as stickers and posters were not considered capital items
- e) **Melksham Town Council Response on Proposed Opening Times of Market Place Public Toilets:** It was noted that the Town Council agreed with the Parish Council's view that the Market Place toilets should remain open until 00:15 (quarter past midnight) Monday to Saturday for the use of the public catching the last bus (D3) into the Melksham Market Place, which arrives at 1 minute past midnight.
- f) **Feedback from Joint Meeting with Melksham Town Council and Lead GPs from Spa Medical Centre and Giffords Surgery:** Members who attended this joint meeting reported that it was very useful and dispelled some incorrect rumours. The two surgeries felt that they were coping with the volume of patients and that their systems worked well in providing appointments for those patients who needed to be seen urgently, against more routine appointments where patients did not medically need to be seen straight away. It was noted that although St. Damians would now not be moving into the Campus, that the CCG and NHS were committed to providing some healthcare provision in this space, such as clinics.
- g) **Update from Latest Melksham Town Council "Gateway" Meeting:** It was noted that the Parish Council representative was unable to attend this meeting as it clashed with the Sports Field Public Consultation meeting, so there was no update at this point. However, the Parish Council had re-iterated to the Town Council that they would not be supporting this project financially as they already fund new and replacement signage in the villages in the parish.
- h) **Notes from TransWilts Stakeholder Meeting – 26<sup>th</sup> November, 2018:** The notes from this meeting were noted and it was felt that moving forward these could be received via email. They would only be an agenda item if they were specifically relevant to the Parish Council.
- i) **Minutes of the Melksham Rails Users Group Meeting – 28<sup>th</sup> November, 2018:** The minutes from this meeting were noted and it was felt that moving forward these could be received via email. They would only be an agenda item if they were specifically relevant to the Parish Council.

405/18 **Consultations:**

- a) **Department for Environment, Food and Rural Affairs – Protecting and Enhancing England's Trees and Woodlands:** The members noted that this consultation related to the introduction of new measures for the felling of street trees. The Parish Council wished to support the Governments proposal for "Option C" which stated the following:
  - **Closed Consultation with trigger points:** Consult on every tree proposed for felling during a four-week closed consultation period. A notice to be placed on the tree, letters sent to local residents in close proximity to the tree (100m<sup>2</sup>). If more than 50% of respondents in the closed consultation disagree with the proposal this will trigger a full public consultation.

Attention was drawn to the section on enforcement measures, and specifically point 6 which referred to increased fines for illegal felling. It was felt that this was extremely important as it would give the local authority the teeth it needed to prosecute developers who remove trees not in accordance with planning permission.

**Resolved:** *The Parish Council respond to this consultation stating that they support*

*both option C for the consultation method and the proposal to increase enforcement powers for illegal felling.*

Meeting closed at 9.40pm

Chairman, 11<sup>th</sup> February, 2019

Date: 07/01/2019

## Melksham without Parish Council Current Year

Page: 85

Time: 13:30

## Cashbook 1

User: MF

Current Account & Instant Acc *LL040S CURRENT A/c* For Month No: 9Receipts for Month 9 *DECEMBER '18*

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		232,093.23					232,093.23	
849-500129	Banked: 05/12/2018	95.03						
849-500129	Various	76.28			1130	110	22.28	Inv.057 B/Field V/Hall Survey
					1310	310	54.00	Berryfield 11B Allotment rent
849-500129	Berryfield Village Hall	18.75		3.13	4575	142	4.99	Exo stick glue 290ml
					4575	142	10.63	4x Danger roof sign 210x150mm
850-500128	Banked: 05/12/2018	279.31						
850-500128	Various	279.31			1130	110	8.31	Inv.051 Berryfield Buzz
					4200	120	20.00	Inv.047 MTC 50% R/Hire 24 july
					4200	120	20.00	Inv.047 MTC 50% R/Hire 6th Sep
					1210	210	50.00	Afc Melksham match fee 25 Nov
					1210	210	100.00	Foresters Arms fee 28oct-11Nov
					1320	310	27.00	Briansfield 16A Allotment rent
					1310	310	27.00	Berryfield 15B Allotment rent
					1320	310	27.00	Briansfield 1 Allotment rent
V851-BGC	Banked: 06/12/2018	1,250.00						
V851-BGC	Wiltshire Council	1,250.00			1100	110	1,250.00	Grant for age friendly project
V852-FPI	Banked: 07/12/2018	50.00						
V852-FPI	Audley FC	50.00			1210	210	50.00	Fee for fixture on 9th Dec 18
V853-S/O	Banked: 19/12/2018	10.00						
V853-S/O	Melksham Fitness	10.00			1210	210	10.00	Fee for changing room 3 hire
V861-In059	Banked: 20/12/2018	50.00						
V861-In059	Lion and Fiddle	50.00			1210	210	50.00	L&F Match fee 16 Dec 18
V862-In053	Banked: 21/12/2018	50.00						
V862-FPI	Audley FC	50.00			1210	210	50.00	AUFC- Match fee 18 Nov 18
<b>Total Receipts for Month</b>		1,784.34	0.00	3.13			1,781.21	
<b>Cashbook Totals</b>		233,877.57	0.00	3.13			232,093.23	

Continued on Page 86

Date: 07/01/2019

## Melksham without Parish Council Current Year

Page: 86

Time: 13:30

## Cashbook 1

User: MF

## Current Account &amp; Instant Acc

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/12/2018	Bowerhill Village Hall	V826-5910	25.00			4200	120	25.00	Room hire for meeting 4 Dec 18
3/12/2018	Grist Environmental	V854-DD	129.69		21.61	4770	220	108.08	Inv.255407-B/Hill waste collec
0/12/2018	JH Jones & Sons	V827-5911	883.69		147.28	4402	320	56.66	Allotments grass cutting
						4400	142	211.33	Play Area grass cutting
						4780	142	17.50	Play area bin emptying
						4781	220	75.83	JSF bin emptying
						4401	220	375.09	JSF Grass cut & line marking
0/12/2018	Trade UK	V828-5912	44.92		7.48	4575	142	10.63	Berryfield V Hall roof Sign
						4575	142	4.99	Berryfield V Hall Glue for sig
						4490	142	8.33	Safety Spects for ROW
						4490	142	6.74	Cable Tie 370x75m
						4490	142	10.83	Pro performance gloves for ROW
						4490	142	5.91	30mm Clout nails ROW
						4490	142	-9.99	Cable tie 450x10mm-Returned
0/12/2018	Avon IT Systems	V829-5913	459.60		76.60	4351	120	340.00	Lenovo Intel Core Desktop PC <i>CLERK NEW P.C.</i>
						4351	120	8.00	HDMI Lead
						4351	120	35.00	New PC set up
0/12/2018	Simon J White	V830-5914	195.00			4490	142	195.00	Inv.7797-Maint of Cars R/about
0/12/2018	Aquasafe Environmental Ltd	V831-5915	138.00		23.00	4212	220	115.00	Inv.181108-Nov18 PPM Vi:
0/12/2018	Condor Office Solutions Ltd	V832-5916	244.02		40.67	4130	120	203.35	Inv.535291-Oct Photocopy usage
0/12/2018	Wiltshire Publications Ltd	V833-5917	226.68		37.78	4240	120	142.50	Autumm newsletter
						4230	120	46.40	Grant Advert
0/12/2018	St Barnabas Church	V834-5918	40.00			4200	120	40.00	Full Counc 10 Dec 18 roor hire
0/12/2018	Radcliffe Fire Protection Ltd	V835-5919	96.00		16.00	4212	220	80.00	Inv.1534-Six monthly service <i>PROVISION</i>
0/12/2018	Mr Sparkles Melksham Ltd	V836-5920	150.00			4600	142	150.00	Bus Shelter Maint x10 clean@15
0/12/2018	Alan Baines	V837-5921	9.90			4090	120	9.90	Expenses for Flood op meeting
0/12/2018	Condor Office Solutions Ltd	V838-5922	88.80		14.80	4130	120	74.00	Inv.540652-Dec Photocopy useag
0/12/2018	Wiltshire Pension Fund	V839-5923	1,542.58			4045	130	1,192.33	Period 9- Dec 18
						4044	130	350.25	Period 9- Dec 18
0/12/2018	Richard Wood	V840-5924	204.00			4070	120	204.00	2nd Installm- Chairs allowance
0/12/2018	Berryfield New Hall	V841-5925	6.00			4200	120	6.00	Room hire- Meeting 17th Dec 18
3/12/2018	EE& T-Mobile	V855-DD	13.00		2.17	4195	120	10.83	Meeting Laptop WIFI
3/12/2018	Eon	V856-DD	45.10		2.15	4312	220	42.95	Inv.129 B/Hill Pavilion Gas
4/12/2018	Eon	V857-DD	227.95		37.99	4302	220	189.96	Inv.E6A B/Hill Pavilion Elec
9/12/2018	Sirus Telecom	V858-DD	253.25		42.21	4190	120	211.04	Office call charges

Continued on Page 87

Date: 07/01/2019

**Melksham without Parish Council Current Year**

Page: 87

Time: 13:30

**Cashbook 1**

User: MR

**Current Account & Instant Acc**

For Month No: 9

---

<b>Total Payments for Month</b>	5,023.18	0.00	469.74	4,553.44
<b>Balance Carried Fwd</b>	228,854.39			
<b>Cashbook Totals</b>	<u>233,877.57</u>	<u>0.00</u>	<u>469.74</u>	<u>233,407.83</u>

---

Date: 07/01/2019

Melksham without Parish Council Current Year

Page: 46

Time: 13:30

Cashbook 2

User: MR

Unity Bank - *Online Account*

For Month No: 9

Receipts for Month 9 *DECEMBER '18*

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>74,288.90</b>					<b>74,288.90</b>	
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>74,288.90</u>	<u>0.00</u>	<u>0.00</u>			<u>74,288.90</u>	

Continued on Page 47

## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/12/2018	Teresa Strange	V859-S/O	5.18		0.86	4190	120	4.32	Out of hours mobile
3/12/2018	HM Revenue & Customs	V842-DD	1,701.93			4047	130	1,500.39	Period 9- December 2018
						4054	142	142.34	Period 9- December 2018
						4058	320	8.20	Period 9- December 2018
						4042	120	51.00	Period 9- December 2018
3/12/2018	David Cole	843-SALARY				4800	320		Salary December 2018
3/12/2018	Terry Cole	844-SALARY				4460	142		Salary December 2018
						4050	142	47.50	Travel Allowance
						4051	142	45.00	Mileage
3/12/2018	Marianne Rossi	845-SALARY				4010	130		Salary December 2018
3/12/2018	Joanne Eccleston	846-SALARY			1.66	4020	130		Salary December 2018
						4048	130	54.45	Mileage x121 miles
						4048	130	10.70	Car Parking
						4070	120	13.09	Christmas meeting refreshments
						4070	120	8.04	Christmas meeting refreshments
3/12/2018	Teresa Strange	847-SALARY				4000	130		Salary December 2018
						4048	130	37.80	Mileage x84 miles
						4155	142	4.00	Refreshments for meeting
7/12/2018	Lloyds Unity Debit Card	V848-DD	160.80		26.29	4150	120	1.52	Index Cards
						4150	120	7.46	Pink Paper
						4150	120	32.02	A4 Copier Paper
						4150	120	10.61	Office Envelopes
						4150	120	6.64	Violet Paper
						4150	120	7.21	Green Paper
						4150	120	6.64	Gold Paper
						4150	120	39.96	Charity xmas cards
						4150	120	7.77	Blue paper
						4490	142	11.68	Pruning Sew
						4140	120	3.00	Bank Charge
1/12/2018	Unity Trust Bank	V860-DD	18.00			4140	120	18.00	Service Charge
<b>Total Payments for Month</b>			7,168.73	0.00	28.81			7,139.92	
<b>Balance Carried Fwd</b>			67,120.17						
<b>Cashbook Totals</b>			74,288.90	0.00	28.81			74,260.09	

Date: 07/01/2019

Melksham without Parish Council Current Year

Page: 21

Time: 13:30

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 9

Receipts for Month 9 *DECEMBER 2018*

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Continued on Page 22

Date: 07/01/2019

Melksham without Parish Council Current Year

Page: 22

Time: 13:30

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 9

Payments for Month 9

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						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	