

# CHIPPENHAM WITHOUT PARISH COUNCIL

[www.chippenhamwithoutparishcouncil.gov.uk](http://www.chippenhamwithoutparishcouncil.gov.uk)

18<sup>th</sup> September 2023

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 25<sup>th</sup> September 2023** commencing at **7.15pm** in The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ. The Press and Public are welcome to attend the Meetings.

Yours faithfully,

*Vivian Vines*

Vivian A Vines MBE  
Clerk of the Council

## FULL COUNCIL MEETING AGENDA

**(Agenda Items for decision are marked as such)**

**NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

**PUBLIC QUESTION TIME:** an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

**REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES:** an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

1. **APOLOGIES:** To receive and agree Apologies received from Council Members. **(For Decision)**

2. **DECLARATIONS OF INTEREST:** To note Declarations of Interests in accordance with the Chippenham Without Parish Council's Code of Conduct and Standing Orders including any Dispensations required under the Code of Conduct. **(to note)**

3. **MINUTES:** To receive, consider and confirm the Minutes of the Parish Council Meeting/s

a) Full Council Meeting 31<sup>st</sup> July 2023. **(see attached Draft Minutes) (For Decision)**

4. **COUNCIL MEMBER VACANCY:**

Following the resignation of a Council Member and proper procedure there was no requirement to hold a Council Election. The Wiltshire Council gave authority for the Parish Council to fill the position by co-option. The Council has advertised the Vacancy and can co-opt an eligible person to serve until the next Council Elections scheduled for May 2025.

To consider and to agree to fill the Vacancy. There will be a need for the completion of a Declaration of Acceptance of Office before anyone can take up the position. **(to note) (For Decision)**

5. **PLANNING:**

**Planning Applications:** To make observations on Planning Applications received. Prior to the

consideration of any Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

There are no applications to consider at the time of publication of the Agenda. **(to note)**.

**Planning General:** To receive notification of any Planning Decisions received or other Planning related Matters

There are no matters to report at the time of publication of the Agenda. **(to note)**.

**6. FINANCE:** To consider financial matters and to receive notification of any receipts and invoices for payment

a) **Payments to make** To consider and approve any payments required **(For Decision)**

There are no payments to make at the time of publication of the Agenda. **(to note)**

b) **Payments made since last Meeting** To note that no invoices have been paid since the last Council Meeting. **(to note)**

c) **Receipts** To note that there have been no receipts since the last Council Meeting. **(to note)**

d) **Bank Account Balance/s** To note Bank Account Balance/s: **(to note)**

HSBC Account No. 41561774	17 <sup>th</sup> August 2023	£ 6,546.35
HSBC Account No. 41561782	17 <sup>th</sup> August 2023	£ nil
Santander Business Account No 38233118	2 <sup>nd</sup> September 2023	£ 44,223.83
Santander Business Bond Account No 00008195	5 <sup>th</sup> April 2023	£ 61,619.83

e) **Santander Bank Account/s - Chippenham** To receive any updates. **(to note)**

f) **HSBC Bank Account/s - Chippenham** To receive any updates **(to note)**

**7. HIGHWAY MATTERS:**

a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. Parish Steward visit dates are scheduled for 26<sup>th</sup> September, 24<sup>th</sup> October and 21<sup>st</sup> November 2023. **(For Decision)**

b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**

c) Highway Conditions and Maintenance: To raise general issues and to receive any updates. **(For Decision)**

i) Installation of highway trash screens. Minute 029/23 (c) refers. To receive any updates. **(to note) (For Decision)**

**8. STANDING ITEMS:**

a. Notice Boards: To raise general issues and to receive any updates. **(to note)**

b. Emergency Planning: To consider Emergency Planning issues within the Parish. Minute 030/23 (b) refers. **(to note) (For Decision)**

c. Flooding/Drainage: To consider general flooding and drainage matters within the Parish. **(to note) (For Decision)**

d. Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. Minute 030/23 (d) refers. **(to note) (For Decision)**

e. Parish/Community/Website/Newsletters/Social Media: To consider general issues and Parish communications, including communication between Elected Members. Community News/Alerts

- etc now appear on the website. To consider material for the next edition of the Parish Newsletter. **(to note) (For Decision)**
- f. Parish/Community Hall: To consider future consultation, funding and planning issues generally. No further progress can be made until the Neighbourhood Planning process is completed **(to note)**
  - g. Insurance: To consider and agree necessary amendments. No updates are required **(to note)**
  - h. Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates. No updates required at this Meeting. **(to note)**
  - i. Asset Register: To consider and agree necessary amendments and updates of Register. No updates required at this Meeting. **(to note)**
  - j. School Governor's Report/s: To receive and to note any Report received. **(to note)**
  - k. Risk Assessment, Health & Safety and Management Register: To consider and agree necessary amendments and updates of the Register. No update required at this Meeting. **(to note)**
  - l. Freedom of Information Act-Publication Scheme: To consider and agree necessary amendments and updates of Freedom of Information Register. No updates required at this Meeting. **(to note)**
  - m. Data Protection. GDPR – To raise general issues and to receive any updates. Council Members are reminded of their responsibility in this matter, as they become controllers of information provided to them. **(to note)**

**9. CLERKS REPORT:** To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous Meeting/s

- a) **Neighbourhood Planning.** To receive and note any reports and updates from the Neighbourhood Plan Steering Group. **(to note) (For Decision)**
- b) **The Longstone – A420.** To receive and note any reports and updates. **(to note)**
- c) **Parish Council Database.** To receive any updates. Minutes 031/23 (c) refers.**(to note) (For Decision)**
- d) **Parish Entrance Gates.** To receive any updates. **(to note) (For Decision)**
- e) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was scheduled for Thursday 21<sup>st</sup> September 2023 at 9.30am at the Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES. The Microsoft Teams link is available. **(to note) (For Decision)**
- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG met on the 6<sup>th</sup> July 2023. The Note tracker/Note Log has been received and circulated. The next Meeting is scheduled for 3<sup>rd</sup> October 2023 at 10.00am in Committee Room D at Monkton Park or by Microsoft Teams and the link is available. To receive any reports and updates and any actions required. **(to note) (For Decision)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on the 27<sup>th</sup> June 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. To receive any updates. The next Meeting is scheduled for the 25<sup>th</sup> September 2023 at 6.30pm in the same venue. Unfortunately, this clashes with the Parish Council Meeting. The Parish Forum met on the 19<sup>th</sup> July 2023 in Stanton St Quintin Parish Hall SN14 6DE. The next Parish Forum Meeting is scheduled for the 18<sup>th</sup> October 2023 at 7.00pm in Kington St Michael Village Hall. It is likely that the speaker will be the Wiltshire Police & Crime Commissioner and the Agenda will include discussion on traffic speed experiences with other Forum Members. **(to note)**
- h) **Community First AGM.** The Council has received an invitation to attend the AGM to be held on Wednesday 11<sup>th</sup> October 2023, 5.30-7.30pm in Devizes Town Hall. **(see attached) (to note)**
- i) **Wiltshire Local History Network.** The Council has received details of free resources relating to the County's history from Wiltshire and Swindon Archives. **(see attached) (to note)**

- j) **Parish Stewards.** The Council has been reminded of the services provided by Parish Stewards. **(see attached) (to note)**
- k) **Wiltshire Council - Briefing Note 23-23.** The Council has received a Briefing Note in regards to Waste Sorting at Wiltshire's Household Recycling Centres. **(see attached) (to note)**
- l) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council has received notification of this consultation, beginning on Wednesday 27<sup>th</sup> September 2023. There are various online and drop-in events at libraries and leisure centres around the County. Details have been circulated. Members can view associated documents by this link [wiltshire.gov.uk/planning-policy-local-plan-review](http://wiltshire.gov.uk/planning-policy-local-plan-review) The review of the Local Plan is particularly important as there could be long term implications for the Parish. **(to note) (For Decision)**
- m) **Wiltshire Police.** The Council has received a request to promote and support a campaign to raise public awareness about the Fatal 5 Stay Alive campaign. **(see attached) (to note) (For Decision)**
- n) **Wiltshire Neighbourhood Watch Association AGM.** The Council has received an invitation to attend the AGM to be held on Saturday 7<sup>th</sup> October 2023 10.00am to midday at Wiltshire police HQ, Devizes SN10 2DN. Guest speakers include Wiltshire Police Chief Constable and the Crimestoppers Regional Manager. **(to note)**
- o) **Resilience Event.** Wiltshire & Swindon Prepared (LRF) held the Event on 31<sup>st</sup> August 2023 at Tidworth Garrison Theatre, Tidworth SP9 7EP. To receive any updates. Since the event a further invitation to engage has been received and an Emergency Plan template provided. **(see attached) (to note) (For Decision)**
- p) **Defibrillator Training Session.** There is still a need to complete a Memorandum of Understanding with the S W Ambulance NHS Foundation Trust for each defibrillator. A training session is booked for Tuesday 10<sup>th</sup> October 2023 at 7.00pm in Goss Croft Hall. Dauntsey, Seagry and Langley Burrell Without Parishes will also attend. **(to note) (For Decision)**

## 10. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting.

- i) Wiltshire Council will require the Parish Council to submit their Precept Requirement for year 2024/2025 within their set timescale. Because the Parish Council meets at the end of January each year this prohibits the Parish Council complying with the timescale. To solve the problem the Parish Council considers their budget and Precept at the November Council Meeting. **(to note)**

## 11. DATE OF NEXT MEETING: The date of next Council Meeting is scheduled for **7.15pm, Monday 27<sup>th</sup> November 2023.**