

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

21st March 2023

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 27th March 2023** commencing at **7.15pm** at The Yellow Meeting Room, St Peter's Church, Lordsmead, Chippenham SN14 0LL. The Press and Public are welcome to attend the Meeting.

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)**
Apologies have been received from Wiltshire Councillor H Greenman. **(to note)**

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

Full Council Meeting 30th January 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. **(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) To consider and approve any payments required **(For Decision)**

Clerks Expenses Mr V A Vines Year 2022.2023 Claim Form 18.03.23	£ 843.40
Clerks Net Salary Mr V A Vines Year 2022-2023 Claim Form 18.03.23	£ 2,813.00
Clerks HMRC Year 2022-2023 PAYE	£ 703.24
Wiltshire Council. LHFIG Contribution. Inv 90436999 27.02.23	£ 625.00
St Peter's Church. Meeting Room Hire 27.03.23 Inv SPC-2023-024 13.03.23	£ 18.00
Mr D Laws. Entrance Gates & Notice Board provision and works. Aug-Sept 22	£ 620.00**
Information Commissioner. Data Protection Act renewal fees 23/24	£ 40.00

** Re-issued cheque for works carried out

There are no further invoices to pay at the time of publication of the Agenda. **(to note)**.

- b) To note invoices paid since the last Council Meeting

There have been none issued. **(to note)**

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

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

HSBC Account No. 41561774	17 th February 2023	£ 12,864.99
HSBC Account No. 41561782	17 th February 2023	£ nil
Santander Business Account No 38233118	24 th April 2022	£ 37,188.42
Santander Business Bond Account No 00008195	5 th April 2022	£ 61,619.83

- e) Santander Bank Account/s - Chippenham

The Council has requested a copy of the existing bank mandate and new bank mandate forms to make the necessary alterations. To receive any updates. **(to note)**

- f) HSBC Bank Account/s - Chippenham

The Council has requested a copy of the existing bank mandate and new bank mandate forms to make the necessary alterations. 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. Wiltshire Highways calendar of visit dates advised that visits would be made on 16th February and 16th March 2023. A new calendar of dates will be provided by Wiltshire Highways in due course. **(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)**

8. STANDING ITEMS:

- a. Notice Boards: To raise general issues and to receive any updates. **(For Decision)**
- b. Emergency Planning: To consider Emergency Planning issues within the Parish. **(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. **(to note) (For Decision)**
- e. Parish/Community/Website/Newsletters/Social Media: To consider general issues and Parish communications, including communication between Elected Members. To receive any updates on proposals for a 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 Award Scheme To raise general issues and to receive any updates. No updates are necessary as no progress can be made **(to note)**
- i. Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates. No updates required at this Meeting. **(to note)**
- j. Asset Register: To consider and agree necessary amendments and updates of Register. No updates required at this Meeting. **(to note)**
- k. School Governor's Report/s: To receive and to note any Report received. **(to note)**
- l. 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)**
- m. 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)**
- n. 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. A Regulation 16 Consultation commenced on the 13th March 2023 closing at 5pm on Tuesday 2nd May 2023. **(to note) (For Decision)**
- b) **The Longstone – A420.** To receive and note any reports and updates. **(to note) (For Decision)**
- c) **Parish Council Database.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- d) **Wild about Wiltshire.** To receive any updates since the last Council Meeting. The provision of “no cutting this verge” or similar worded signage was to be explored by Cllr S Eades. **(to note) (For Decision)**
- e) **Parish Entrance Gates.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- f) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on the 19th January 2023. The next Meeting is scheduled for Thursday 30th March 2023 at 9.30am. It is possible to attend using Microsoft Teams. To consider any actions required **(to note) (For Decision)**

- g) **Chippenham Local Highway and Footpath Group (LHFIG).** To receive any updates since the last Council Meeting and any actions required. The LHFIG met on the 24th January 2023. Prior to the Meeting a LHFIG Chairs update note was received regarding performance and the 22/23 uncommitted funds being rolled over to 23/24. The Note Tracker/Draft Minutes from the Meeting have been received. The next Meeting is scheduled for 25th April 2023 at 10.00am in Langley Room, Monkton Park Council Offices. There is no hybrid option on this occasion. To receive any reports and updates and any actions required **(see attached) (to note) (For Decision)**
- h) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 13th March 2023 at 6.30pm at North Wraxall Community Hall, North/Upper Wraxall SN14 7AF. To receive any reports and updates from attendees and any actions required. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**
- i) **Wiltshire Council - Briefing Note 23-03.** The Council has received a Briefing Note in regards to the End of COVID-19 Booster Vaccine Campaign. **(see attached) (to note)**
- j) **Wiltshire Council - Briefing Note 23-04.** The Council has received a Briefing Note in regards to the Community Governance Review-Consultation. It would appear that there are no issues that affect this Parish now as the Review Committee recommendations indicate that the boundary change with Yatton Keynell should not proceed.. **(see attached) (to note)**
- k) **Census 2021.** The results of the Census are available. Members were circulated with the online links to the information. A copy is attached. **(see attached) (to note)**
- l) **Great British Spring Clean 2023.** Keep Britain Tidy has advised the Council that this year's mass action campaign will take place from 17th March to 2nd April 2023. To consider options. **(see attached) (to note) (For Decision)**
- m) **Wiltshire Council - Briefing Note 23-06.** The Council has received a Briefing Note in regards to the Wiltshire School Places Strategy 2023-2027. **(see attached) (to note)**
- n) **His Majesty King Charles III – Coronation Celebration.** Minute 052/22 (j) refers. To consider any further actions required. **(to note) (For Decision)**
- o) **Wiltshire Council - Briefing Note 23-07.** The Council has received a Briefing Note in regards to the Government Energy Support Schemes Update. **(see attached) (to note)**
- p) **Wiltshire Council - Briefing Note 23-08.** The Council has received a Briefing Note in regards to the Reforms to National Planning Policy, including the Wiltshire Council response. **(see attached) (to note)**
- q) **Allington Action Group.** To receive any reports and updates since the last Council Meeting. **(to note)**
- r) **Allington Lane reinstatement/signage.** To receive any reports and updates since the last Council Meeting. **(to note)**
- s) **Wessex Water Environment and Community Funds.** The Council has been notified of the grants available from the Environment Fund (opening on the 24th April 2023) and the Community Fund (opening on the 25th September 2023). **(see attached) (to note) (For Decision)**
- t) **Chippenham Climate and Ecological Emergency Forum (CCEEF).** The Forum met on the 9th March 2023 via Microsoft Teams. It is understood that issues discussed included suggestions that Town and Parish Council's should consider adopting a Climate Action Plan and that other forms of transport should be encouraged by installing free cycle racks and free water butts for properties. In both cases it was suggested that there would be possibilities of seeking Wessex Water Community Fund grants. **(to note) (For Decision)**

- 10. ANNUAL PARISH MEETING 2023:** The Annual Parish Meeting is scheduled for **Monday 24th April 2023 at 7.30pm**. There is a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year. The Council may wish to alter the date to gain maximum publicity through a Newsletter and other means. The Agenda and venue needs to be agreed. **(For Decision)**

There needs to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2023-2024 information. The opportunity should be given for Reports from Local Organisations and Groups, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda can be flexible and is in the hands of Parishioners in attendance. As a starting point the Council can suggest some Agenda items that might be appropriate in this instance and they could cover:

- a. Keep Britain Tidy – Great British Spring Clean (Litter Pick)
- b. Community Safety/Neighbourhood Watch/Emergency Plan
- c. Traffic Speeds
- d. Tree Nursery Scheme
- e. Parish Database-Communications
- f. H M King Charles III Coronation Celebrations
- g. Neighbourhood Plan update and Reg 16 Consultation ending 5pm Tuesday 2nd May 2023
- h. Rights of Way – Footpath maintenance – Community Warden
- i. S W NHS Ambulance Trust Defibrillator Training Session

A copy of the Draft Minutes of the Annual Parish Meeting held on the 1st June 2022 is attached for information. **(see attached)**

To consider and agree the Agenda and arrangements for the Annual Parish Meeting. **(For Decision)**

11. 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.

- 12. DATE OF NEXT MEETING:** The Annual Council Meeting and date of next Council Meeting is set for **7.15pm, Monday 2nd May 2023**. However, Members should note that a Council Planning Meeting is scheduled for 24th April 2023, should this be required. This would be followed by the Annual Parish Meeting.