

# CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

26<sup>th</sup> July 2023

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 31<sup>st</sup> July 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) Annual Council Meeting 22<sup>nd</sup> May 2023. **(see attached Draft Minutes) (For Decision)**
  - b) Full Council Meeting 22<sup>nd</sup> May 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

a) St Modwen Park, Chippenham.

\* The Council was invited by Savills to attend a private briefing and answer session with Kington Langley Parish Council, and others, in regards to the evolution of a proposed planning application to extend the existing employment site to the north of the existing site. This was scheduled for 12<sup>th</sup> June 2023 in the Union Chapel, Middle Common, Kington Langley. **(to note)**

There are no further 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)**

Citizens Advice Wiltshire. Section 137 Grant (see later agenda item) £

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> June 2023	£ 6,773.54
HSBC Account No. 41561782	17 <sup>th</sup> June 2023	£ nil
Santander Business Account No 38233118	24 <sup>th</sup> April 2023	£ 37,188.42
Santander Business Bond Account No 00008195	5 <sup>th</sup> April 2023	£ 61,619.83

e) **Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2023**

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31<sup>st</sup> March 2023. The Parish Council is within those limits, income being £12,000.00 and expenditure being £9,426.32. The Receipts and Payments Accounting Schedule is attached for consideration and approval. **(see attached) (For Decision)**

The Parish Council could have requested that the External Auditor carried out a limited assurance review if they wish but they will be charged.

The Parish Council still needs to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales. This has been completed and the Period for Public Rights of Inspection is 3<sup>rd</sup> July 2023 to 11<sup>th</sup> August 2023. **(see attached) (For Decision)**

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

g) **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. A calendar of future Parish Steward visit dates is expected from 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)**
  - i) Winter Preparation 23/24. The Wiltshire weather team has invited the Council to report empty salt bins and to submit any PEAS application. Cllr H Ham has submitted requirements **(see attached) (to note)**

## 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. **(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 in regards to 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 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. **(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. **(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 held on the 18<sup>th</sup> May 2023. The next Meeting is scheduled for the 27<sup>th</sup> July 2023 in Melksham Community Campus SN12 6ES. It is possible to attend using Microsoft Teams. **(to note) (For Decision)**
- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG met on the 6<sup>th</sup> July 2023. The Council had raised two issues. The A420 Allington crossroads and the B4039 Fowlswick Lane crossroads. The Note Tracker was circulated. To receive any reports and updates and any actions required. **(see attached) (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. The Parish Forum met on the 19<sup>th</sup> July 2023 in Stanton St Quintin Parish Hall SN14 6DE. To receive any updates. The next Parish Forum Meeting is scheduled for the 18<sup>th</sup> October 2023 at 7.00pm in Kington St Michael Village Hall. **(to note)**
- h) **Wiltshire Council - Briefing Note 23-13.** The Council has received a Briefing Note in regards to the New Kerbside Collections of Small Rechargeable Electricals **(see attached) (to note)**
- i) **Climate Action Plan.** The Chippenham Climate and Ecological Emergency Forum (CCEEF) met on the 9<sup>th</sup> March 2023. Resulting from discussions it was recommended that Town and Parish Councils should consider a Climate Action Plan. Before considering further the Council wished to see examples of Action Plans. Since the last Meeting several have been sourced including Box Parish Council and Corsham Town Council, being local examples. To consider further. **(see attached) (For Decision)**
- j) **Wiltshire Bus Review.** The Council was advised that a Wiltshire stakeholder engagement survey was being conducted on future bus services in Wiltshire. The online survey closed on 30<sup>th</sup> June 2023 but was extended until 9<sup>th</sup> July 2023 for late submissions. **(to note)**
- k) **Wiltshire Council - Briefing Note 23-14.** The Council has received a Briefing Note in regards to Family Hubs. **(see attached) (to note)**
- l) **Wiltshire Council - Briefing Note 23-15.** The Council has received a Briefing Note in regards to the Five-year Housing Land Supply and Housing Delivery Test position. **(see attached) (to note)**
- m) **Wiltshire Council - Briefing Note 23-17.** The Council has received a Briefing Note in regards to Launch of the Second Solar Together Scheme in Wiltshire and Swindon. **(see attached) (to note)**
- n) **Wiltshire Council - Briefing Note 23-18.** The Council has received a Briefing Note in regards to New "Explore Wiltshire" Heritage App. **(see attached) (to note)**
- o) **Wiltshire Council - Briefing Note 23-19.** The Council has received a Briefing Note in regards to the Draft Wiltshire Design Guide and involvement. **(see attached) (to note)**
- p) **Wiltshire Council Local Transport Plan - LPT4.** The Council received notification of two workshops run by Atkins, on the 18<sup>th</sup> and 20<sup>th</sup> July 2023, part of the LPT3 update process. **(see attached) (to note)**
- q) **Wiltshire Council Design Guide - Consultation.** The Council has received notification of this consultation taking place between 3<sup>rd</sup> July and 30<sup>th</sup> July 2023. **(see attached) (to note) (For Decision)**
- r) **NALC Council Award Scheme.** The Local Council Award Scheme (LCAS), created in 2014, was designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their

full potential. The LCAS offers councils the opportunity to show that they meet the standards set by the sector, assess them by their peers, and put in place the conditions for continued improvement. The LCAS was designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promote and recognise councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practices, drive up standards and support those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach their full potential. LCAS undergoes a review every year. Local councils must meet the criteria of the Guidance that is in place on the date they submit their completed application form to their Local Accreditation Panel. There are three categories of awards (Foundation Award, Quality Award and Quality Gold Award). A Guide to the LCAS is attached for information and consideration. **(see attached) (For Decision)**

- s) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council has received notification of this consultation, taking place in the Autumn. 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) **(see attached) (to note) (For Decision)**
- t) **Resilience Event.** Wiltshire & Swindon Prepared (LRF) has invited the Council to be represented at the Event to be held on 31<sup>st</sup> August (9.00am to 4.30pm) at Tidworth Garrison Theatre, Tidworth SP9 7EP. To consider attendance. **(see attached) (to note) (For Decision)**
- u) **Neighbourhood Policing Rural Engagement Week 17<sup>th</sup> to 21<sup>st</sup> July 2023.** The Council was notified of this project the visit to the Allington Farm Shop Car Park on Monday 17<sup>th</sup> July 2023 between 2.00pm and 3.00pm. **(see attached) (to note)**
- v) **Citizens Advice Wiltshire.** The Council has received a request from the CAB to financially support the service. The Council has previously supported the organisation with a Section 137 Grant. To consider the request. **(see attached) (For Decision)**
- w) **His Majesty King Charles III – Coronation Celebration.** The Council has yet to celebrate the King's Coronation. The matter was deferred at the last Council Meeting. **(to note) (For Decision)**
- x) **Wiltshire Council - Briefing Note 23-20.** The Council has received a Briefing Note in regards to the Air Quality Action Plan and SPD Consultations 24<sup>th</sup> July to 4<sup>th</sup> September 2023. **(see attached x 2 docs) (to note)**
- y) **Lanhill House.** The Council has received a request from Mavis Allam to consider difficulties relating to mapping addresses in the Lanhill area of the Parish. **(see attached) (For Decision)**
- z) **Wiltshire Council - Briefing Note 23-22.** The Council has received a Briefing Note in regards to the Wiltshire & Swindon Tree Warden Scheme. **(see attached) (to note)**

## 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.

## 11. DATE OF NEXT MEETING: The date of next Council Meeting is scheduled for **7.15pm, Monday 25<sup>th</sup> September 2023.**