

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ

31st August 2022

Present: Cllr H Ham (Chairman), Cllr S Eades, Cllr C Harford (Vice Chairman) and Cllr Mrs L Selman

Also Present: Wiltshire Councillor H Greenman and Mr V Vines MBE Clerk of the Council

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

PUBLIC QUESTION TIME

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman advised that Solar Farm planning proposals in the future would become even more contentious; particularly as better grade agricultural land may be lost. There will be a need for Local Plan Policies to address the whole issue of Solar Farms. He reminded the Council of the changes to car park tariffs from the 1st September 2022.

There were no further Reports received.

022/22 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

023/22 Declaration(s) of Interest – In accordance with Chippenham Without Parish Council's Code of Conduct (Adopted 24th November 2021) and Standing Orders (Adopted 26th January 2022)

Cllr H Ham declared an Interest in Agenda item Planning 5 (b) in regards to planning application PL/2022/06708/TCA.

There were no further Declarations of Interest.

024/22 MINUTES Members had been previously circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 29th June 2022. **Cllr C Harford proposed, seconded Cllr S Eades and RESOLVED UNANIMOUSLY**

- b) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 29th June 2022. **Cllr C Harford proposed, seconded Cllr S Eades and RESOLVED UNANIMOUSLY**

025/22 RESIGNATION OF COUNCIL MEMBER

At the last Council Meeting notification had been given by Cllr Paul Reynolds that he wished to resign from the Parish Council with immediate effect. Minute 020/22 (ii) referred.

The resignation had created a Council Vacancy. There had been a need to advise Wiltshire Council of the resignation and following proper process Wiltshire Council had advertised that a Vacancy existed. There being no request from Registered Electors within the required timescale for an Election to be called, Wiltshire Council had now given authority for the Parish Council to co-opt an eligible person to serve until the next Council Elections scheduled for May 2025.

Following consideration **the Council agreed to advertise the Vacancy.**

026/22 PLANNING

Planning Applications: Prior to the consideration of the Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- a) PL/2022/06051 – Removal/Variation of Conditions
Variation of Condition 2 and Removal of Condition 4 of PL/2021/10714
(Demolition and Replacement of Single-Storey Extension. New Entrance Gateway and Outbuilding. Removal and Replacement of Oil Tank with Ground Source Heat Pump and PV Panels to be installed on Outbuilding Roof)
Allington Grange Lodge, Allington, Nr Chippenham, Wiltshire SN14 6LW
For Mr & Mrs Savage

Following consideration of the amended application **the Council resolved to raise no objections.**

Cllr S Eades proposed, Cllr C Harford seconded and RESOLVED UNANIMOUSLY

- b) PL/2022/06708 – Notification of Proposed Works to Trees in a Conservation Area
7 x Cypress Trees – Fell
Grange Cottage, Allington, Nr Chippenham, Wiltshire SN14 6LW
For Mr Howard Ham

Following consideration of the amended application **the Council resolved to raise no objections.**

Cllr C Harford proposed, Cllr S Eades seconded and RESOLVED UNANIMOUSLY *

* Cllr H Ham had declared an Interest in the Agenda item and took no part in the consideration and determination of the application.

Planning General: The Council received notification of Planning Decisions received or other Planning related Matters.

- a) PL/2021/10714 – Householder Application
Demolition and Replacement of Single-Storey Extension. New Entrance Gateway and Outbuilding. Removal and Replacement of Oil Tank with Ground Source Heat Pump and PV Panels to be installed on Outbuilding Roof
Allington Grange Lodge, Allington, Nr Chippenham, Wiltshire SN14 6LW
For Mr & Mrs Savage **Approved with Conditions 12th July 2022**
- b) PL/2021/06100
The Installation of a Solar Farm of up to 49.9MW of Generating Capacity, comprising of the Installation of Solar Photovoltaic Panels and Associated Infrastructure including Customer Cabin, Customer Substation, DNO Substation and Equipment, Inverter and Transformer Substations, Spare Part Container, Associated Battery Storage, Access Tracks, Fencing, Security Cameras, Landscape Planting and Associated Works
Land to the South of the M4 at Leigh Delamere, to the West of Leigh Delamere Motorway Services, Chippenham
For Eden LD Solar Ltd **Approved with Conditions 11th August 2022**

027/22 FINANCE The Council considered financial matters and received notification of receipts and payments

- a) **Payments :** There were no payments to make at time of Agenda publication. However during later Agenda items the Council approved a Section 137 Grant and also agreed that an invoice when received for village entrance gate signs should be paid and cheques were signed accordingly..

Wiltshire Citizens Advice. Section 137 Grant.	£	50.00
JACS (UK) Ltd. Village entrance gate sign production. Inv 16094	£	1,033.20

Cllr C Harford proposed, Cllr H Ham seconded and RESOLVED UNANIMOUSLY

- b) **Payments since the last Council Meeting:** The Council noted that there had been no invoices paid since the last Council Meeting. **(noted)**
- c) **Receipts:** The Council noted that there had been no receipts since the last Council Meeting. **(noted)**
- d) **Bank Account Balance/s:** The Council noted the following balances:

HSBC Account No. 41561774	17 th August 2022	£ 14,163.19
HSBC Account No. 41561782	17 th August 2022	£ nil
Santander Business Account No 38233118	24 th April 2022	£ 37,188.42
Santander Business Bond Account No 00008195	5 th April 2022	£ 61,613.83

- e) **Bank Account Balance Transfer:**

The Council agreed to transfer £12,000.00 from the Santander Business Account to the HSBC Account to allow working funds for year 2022/2023. Council Members were aware that when the Parish Precept was received from Wiltshire Council, it was deposited in the Santander Account and it was normal practice to transfer funds to the HSBC Account.

Cllr C Harford proposed, Cllr H Ham seconded and RESOLVED UNANIMOUSLY

028/22 HIGHWAY MATTERS

- a) **Parish Stewards Programme/ Requirements:** general issues for the Local Highway & Streetscene Community Team. Issues still needed to be reported by Council Members to Cllr C Harford, the Council's Link Member and also by the MyWiltshire App system. The Parish Steward continued to work using the previously submitted template unless otherwise advised by the Link Member. Parish Steward visits had been scheduled for the 6th July, 3rd August and 31st August 2022. The latter had been rearranged for 2nd September 2022. The dates for the next 6-month period would be advised. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. Cllr H Ham reported on progress and that he had approached the Wiltshire Northern Area Rights of Way Officer, Stephen Leonard, for assistance and advice. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - i) Wiltshire Weather Team had contacted the Council asking them to undertake an audit of salt bins within the Parish to let them know which ones required refilling or replacing due to damage. Cllr H Ham would inspect and inform the Council Clerk of requirements.

029/22 STANDING ITEMS

- a) **Notice Boards:** The new notice board had been erected. Council Notices had already been posted. It was agreed that a Map of the Public Rights of Way would be posted and of the Parish Boundary. The renovation of the Sheldon notice board was underway. **(noted)**
- b) **Emergency Planning:** Cllr H Ham would report at a future Council Meeting. **(noted)**
- c) **Flooding/Drainage:** There was no update. **(noted)**
- d) **Community Safety/Neighbourhood Watch Scheme:** There was no update. **(noted)**
- e) **Parish/Community Hall:** consultation, funding and general planning issues. There was no update required. **(noted)**
- f) **Insurance:** There was no update required. **(noted)**
- g) **Parish/Community/Website/Newsletters/Social Media:** general issues and Parish communications, including communication between Elected Members. The Council would consider the production of a Parish Newsletter at future Meetings. A volunteer Editor would need to be found. **(noted)**
- h) **Council Award Scheme:** There was no update. **(noted)**

- i) **Council Standing Orders & Code of Conduct:** There was no update required. (noted)
- j) **Asset Register:** There was no update. (noted)
- k) **School Governor's Report/s:** There were no Reports. (noted)
- l) **Risk Assessment, Health & Safety and Management Register:** There was no update. (noted)
- m) **Freedom of Information Act-Publication Scheme:** There was no update. (noted)
- n) **Data Protection. GDPR:** There was no update required. (noted)

030/22 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous Meeting/s.

- a) **Neighbourhood Planning.** Cllr S Eades updated the Council on the considerable progress since the last Meeting. He advised that the Draft Neighbourhood Plan (August 2022) had now reached the Regulation 15 stage for submission to Wiltshire Council As the hosting Authority there was a requirement for the Parish Council to agree to the Regulation 15 submission and the Council readily agreed. The Chairman of Council signed the submission document. **Cllr C Harford proposed, Cllr Mrs L Selman seconded and RESOLVED UNANIMOUSLY**
- b) **The Longstone – A420.** There was no update. (noted)
- c) **Parish Council Database.** There had been no change since the last Council Meeting. The Neighbourhood Plan Steering Group would further consider the release of email addresses to the Clerk under GDPR requirements to increase circulation numbers. (noted)
- d) **Queen's Platinum Jubilee 2022.** The Council had purchased the Queen's Platinum Jubilee Celebration Bench. There remained a need to install in the approved position. (noted)
- e) **Wild about Wiltshire.** There was no update. (noted)
- f) **Parish Entrance Gates.** The Council had confirmed the final design, wording and rosette as required and an order had been placed. The Council had agreed a budget of £1,000.00 for the project. This had proven inadequate to cover purchase and installation costs. In the circumstances **it was agreed that** the budget be increased to £2,000.00. **Cllr C Harford proposed, Cllr H Ham seconded and RESOLVED UNANIMOUSLY**
- g) **Litter Bins.** The Council had agreed to consider the issue of the replacement and possibly additional provision of litter bins and for options to be investigated. The Clerk presented options and quotations. **The Council agreed not to pursue** this further at the present time and would reconsider after the conclusion of the Neighbourhood Plan process as a potential forward plan matter.

- h) **Wiltshire Operational Flood Group North.** A Hybrid Flood Group Meeting had been held on the 21st July 2022. The Council had received an invitation to attend and to raise any local concerns. The next Meeting was scheduled for 22nd September 2022 at Monkton Park Offices. **(noted)**
- i) **St John Ambulance.** The Council had received a request for financial support towards the funding of a new Community Support Vehicle. Following consideration **the Council agreed that no support** would be offered.
- j) **Wiltshire Citizens Advice.** The Council had received a request for financial support towards the funding of the service. The Council agreed that a Section 137 grant of £50.00 should be given. **Cllr Mrs L Selman proposed, Cllr S Eades seconded and RESOLVED UNANIMOUSLY**
- k) **South West NHS Ambulance Trust.** The Parish Council had asked to be reminded of the terms of the lease arrangements for the defibrillator packages. The original package leases were for 4 years. Upon renewal the Council had proposed, to ease cash flow, that the leases would be renewed but paid on a yearly basis. Although not normal practice the NHS Trust had agreed to this as the packages were in-situ and no capital costs to them were involved. The Warranty of each existing defibrillator was 8 years. After this, providing the packages were still required, the defibrillators would be replaced by new ones. Daily inspection was intended to be carried out by local volunteers simply checking that the power supply was working and a simple overseeing that the defibrillator was in-situ and available. In reality the Parish Council hosts the defibrillators and visually inspects that they are in a workable condition and available for emergency use. **(noted)**
- l) **Wiltshire Council Chippenham Climate & Ecological Emergency Forum..** A “Community Conference” was arranged for the 6th and 7th October 2022 in the Neeld Community and Arts Centre. Booking forms had been circulated. **(noted)**
- m) **Chippenham Local Highway and Footpath Group (LHFIG) (Formerly CATG).** LHFIG met on the 26th July 2022 at the Wiltshire and Swindon History Centre, Chippenham. The date of the next Meeting was scheduled for 4th October 2022 at 10.00am at a venue to be confirmed. **(noted)**
- n) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board last met on the 13th June 2022 at 7.00pm in the Neeld Hall, Chippenham. The next Area Board Meeting was scheduled for Monday 26th September 2022 at 7.00pm at Yatton Keynell Village Hall, Biddestone Lane, Yatton Keynell. The Council had been made aware that Mr Ollie Phipps, the Community Engagement Manager, had now left Wiltshire Council. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- o) **Wiltshire Council - Briefing Note 22-16.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Council’s new Streetscene contract with Iverde Limited. **(noted)**
- p) **Community First AGM.** The Council noted receipt of an invitation to attend the Community First AGM to be held on Wednesday 12th October 2022, 5.30-7.30pm in Devizes Town Hall. **(noted)**

- q) **CPRE Wiltshire AGM.** The Council noted receipt of an invitation to attend the CPRE Wiltshire AGM to be held on Thursday 22nd September 2022 at 6.30pm in the Corn Exchange, Devizes. **(noted)**
- r) **Wiltshire Council - Briefing Note 22-18.** The Council had received a Briefing Note in regards to the Wiltshire Community Governance Review, commencing 19th August 2022. There appeared to be implications for the Parish as a neighbouring Parish had made representations that would affect Parish Boundaries. The Council was adamantly against proposals made by Yatton Keynell Parish Council. The Council had previously resisted these proposals and there had been no change in circumstances that altered previous views. The Neighbourhood Plan process was in advanced stages based upon the existing Parish Boundary and it was important the areas of the Parish involved were retained. The proposals produced a nonsensical, irregular boundary and the basic requirements of the Governance Review, regarding reflecting the identity and interests of local communities and ensuring effective and convenient local governance were not met. The Parish Council would respond accordingly, requesting a meeting of the Review Committee again to reinforce the case for the status quo.
- s) **Wiltshire Council - Briefing Note 22-19.** The Council had received a Briefing Note in regards to the Wiltshire Community Governance Review – Stage 3. On this occasion there were no implications for the Parish as they related to the Calne and Malmesbury areas. **(noted)**
- t) **Allington Action Group.** There was no update required. **(noted)**
- u) **Allington Lane reinstatement/signage.** There was no update required. **(noted)**

031/22 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

032/22 DATE OF NEXT MEETING

The date of the next Council Meeting was scheduled for **7.15pm, Wednesday 26th October 2022** in The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ.

PART 2 AGENDA

As the following Item related to Confidential Matters, in accordance with Chippenham Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it was considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they were instructed to withdraw.

- a) The Council considered a Parish Council related matter and agreed that the issue would be deferred until the next Council Meeting to allow Council Members to bring forward ideas for further consideration.

Signed:

Chairman, Chippenham Without Parish Council

Date: **26th October 2022**