

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

18th November 2022

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 23rd November 2022** commencing at **7.15pm** at The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ. The Press and Public are welcome to attend the Meeting.

Yours faithfully,



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

Full Council Meeting 31st August 2022. **(see attached Draft Minutes) (For Decision)**

4. **RESIGNATION OF COUNCIL MEMBER:**

To consider further and to agree how the Council wishes to fill the existing Vacancy. **(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) 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 **No objections from Wiltshire Council 13th October 2022**
- b) PL/2022/03508 – Full Planning Permission
Alterations and Extensions to Dwellinghouse known as Bolehyde Manor, Garden Cottage, Cottage 1 and Cottage 2 together with Refurbishment Works; Demolition of Modern Outbuildings and Replacement of New Outbuildings for Ancillary Purposes, and Refurbishment Works to Retain Outbuildings; Access, Drainage and Landscape Works and New Glasshouse; Installation of Renewable Energy Technology including PV Cells to Roof of Modern Farm Building Bolehyde Manor, Allington, Nr Chippenham, Wiltshire SN14 6LW
For Muller and Wimhurst **Approved with Conditions 26th October 2022**
- c) PL/2022/04020 – Works to a Listed Building
Alterations and Extensions to Dwellinghouse known as Bolehyde Manor, Garden Cottage, Cottage 1 and Cottage 2 together with Refurbishment Works; Demolition of Modern Outbuildings and Replacement of New Outbuildings for Ancillary Purposes, and Refurbishment Works to Retain Outbuildings; Access, Drainage and Landscape Works and New Glasshouse; Installation of Renewable Energy Technology including PV Cells to Roof of Modern Farm Building Bolehyde Manor, Allington, Nr Chippenham, Wiltshire SN14 6LW
For Muller and Wimhurst **Approved with Conditions 26th October 2022**

d) CRFC A350 Access Proposal

The Council has been approached by the Chippenham Rugby Football Club to support a proposal for an access point off of the A350. **(see attached)** In determining the request the Council should be mindful of the fact that the Council is a Statutory Consultee on planning applications and under Standing Orders and Code of Conduct they should not fetter their decision making process by indicating their views before a formal planning application is submitted. **(For Decision)**

e) Wiltshire Council 5 Year Land Supply

Wiltshire Cllr Howard Greenman (Strategic Planning Committee Chair) has briefed the Council on difficulties occurring over the Government's 5 Year land supply policy leading to planning applications being approved on Appeal despite the wishes of local people and Neighbourhood Plans. He has written a lengthy argument to Government Ministers and local MPs for changing the requirement. **(see attached)** The Wiltshire Council Leader has also become involved and has provided a template that Parish Councils could use in support of the views. **(see attached)** The Council is preparing their own Neighbourhood Plan that may be disregarded in decision making at some stage. The Council is invited to take part in the campaign. **(For Decision)**

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) To consider and approve any payments required **(For Decision)**

There are no 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 no payments made. **(to note)**

- c) To note any receipts received **(to note)**

Wiltshire Council Parish Precept	Tranche 2.	21.09.22	£ 6,000.00
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- d) To note Bank Account Balance/s: **(to note)**

HSBC Account No. 41561774	17 th October 2022	£ 14,094.19
HSBC Account No. 41561782	17 th October 2022	£ nil
Santander Business Account No 38233118	24 th April 2022	£ 37,188.42
Santander Business Bond Account No 00008195	5 th April 2022	£ 61,619.83

e) Bank Account Balance Transfer/s-Signatories

The Council has two Santander Business Accounts. A cheque book account that receives the Precept from Wiltshire Council that is then transferred to the HSBC Account to allow working funds and a Bond Account that was created as a savings account but has received little interest over the last few years because of low interest rates. Because there has been changes in Council Membership in recent years only two signatories exist for the Santander accounts and one has recently left the Council. There is a need to consider how the Council wishes to proceed and what options would be most suitable for the lifetime of this Council. **(For Decision)**

f) Budget and Precept Requirement 2023/2024

The Council has been notified of the timescale to submit their Precept Requirement for 2023/2024, being 18th January 2023. They have been advised of their Band D Tax Base, being (89.94). As usual the Band D property charge will result from the Council's Precept divided by the Tax Base. Last year the Tax Base was (89.58) with Precept £12,000.00 resulting in a £133.96 Band D property charge. The Council is scheduled to meet on the 25th January 2023 and cannot comply with the timescale. In these circumstances the Council usually considers their Budget for year 23/24 and required Precept at this Council Meeting. **(see attached)**

The Council increased their budget in 21/22 to £12,000.00 and retained that figure for this year (22/23) to accommodate rising revenue costs and potential capital spending, without using any of the existing capital funds held. A projected Receipts & Payments Schedule for the year is attached for guidance. The Council has spent very little so far this year. However, there are known commitments before year-end and some potential spending if projects come to fruition (shown in red). The Council has taken over no local role in replacing Wiltshire Council lost services and unless other project spending is required then the overall Council spending could be around £11,200.00 and below predicted budget. **(see attached)** The Council is asked to consider their budget for Year 2023/2024 and Precept Requirement to notify Wiltshire Council. **(For Decision)**

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 provided their calendar of visit dates as being 28th September, 26th October, 23rd November and 21st December 2022. **(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 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) (For Decision)**
- c) **Parish Council Database.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- d) **Queen's Platinum Jubilee 2022 Celebration Bench.** To receive any updates since the last Council Meeting. **(to note)**
- e) **Wild about Wiltshire.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- f) **Parish Entrance Gates.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- g) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting is scheduled for Thursday 24th November 2022, 9.30am to 11.30am at Melksham Community Campus or by Microsoft Teams. The Notes of the last Meeting held on 22nd September 2022 have been received and now circulated. The Council is always invited to attend and to raise any local concerns and a Briefing Note from the Portfolio Holder for Flooding as been received. **(see attached) (to note) (For Decision)**
- h) **Chippenham Local Highway and Footpath Group (LHFIG) (Formerly CATG).** To receive any updates since the last Council Meeting and any actions required. LHFIG last met on 4th October 2022. The Note Tracker and Agenda was circulated. The date of the next Meeting is scheduled for 24th January 2023 at 10.00am at a venue to be confirmed. Kirsty Rose the Principal Engineer Manager has provided draft A420 Speed limit Review details and has asked for comment/feedback by the 30th November 2022. Yatton Keynell PC has submitted comments on the Review details and has shared these with the Council. **(see attached) (For Decision)**
- i) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 26th September 2022 in Yatton Keynell Village Hall. The Minutes have been received. The next Area Board Meeting is scheduled for Monday 12th December 2022 at 7.00pm in Sutton Benger

Village Hall SN15 4RP. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**

- j) **Wiltshire Council - Briefing Note 22-18.** The Council received this Briefing Note in regards to the Wiltshire Community Governance Review, commencing 19th August 2022. There were implications for the Parish as a neighbouring Parish had made representations that would affect Parish Boundaries. The Council agreed to submit representations. (Minute 030/22 (r) refers. To receive any updates. **(to note)**
- k) **Wiltshire Council - Briefing Note 22-21.** The Council has received a further Briefing Note in regards to the Wiltshire Community Governance Review updating Note 22-18 and referring to the online survey. **(see attached) (to note) (For Decision)**
- l) **Wiltshire Council - Briefing Note 22-20.** The Council has received a Briefing Note in regards to the Wiltshire Substantive Highways Scheme Fund Bid Application Process for 2023/24. **(see attached) (to note) (For Decision)**
- m) **Wiltshire Flood Warden Training Day.** The original interactive event was postponed and it will now take place on Wednesday 23rd November 2022, 10.00am to 4.00pm in Guildhall, Salisbury. **(see attached) (to note)**
- n) **Wiltshire Council - Briefing Note 22-22.** The Council has received a Briefing Note in regards to Wiltshire Avian Influenza update. **(see attached) (to note)**
- o) **South West NHS Ambulance Trust.** The Parish Council has lease arrangements for the defibrillator packages (WC0284). Part of the arrangements is to submit a defibrillator report to the Assistance Responder Officer. The Council has been reminded on two occasions that this is well overdue. **(to note) (For Decision)**
- p) **Allington Action Group.** To receive any reports and updates since the last Council Meeting. **(to note)**
- q) **Allington Lane reinstatement/signage.** To receive any reports and updates since the last Council Meeting. **(to note)**
- r) **Queen Elizabeth II and King Charles III.** Since the Council last met Her Majesty Queen Elizabeth II has died to be succeeded by King Charles III. For the public record some Council's have recorded a tribute in their Minutes for posterity. An example used is attached. The Council may wish to record a similar tribute. **(see attached) (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.

- 11. DATE OF NEXT MEETING:** The date of next Meeting is set for **7.15pm, Wednesday 25th January 2023**. However, Members should note that a Council Planning Meeting is scheduled for 21st December 2022, should this be required.

PART 2 AGENDA

As the following Item relates to Confidential Matters, in accordance with Chippenham Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it is 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 are instructed to withdraw.

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