

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

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20th September 2019

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 25th September 2019** commencing at **7.45pm** at **St Peter's Church, Lordsmead, Chippenham**.

Yours faithfully,



Vivian A Vines MBE
Clerk of the Council

FULL COUNCIL MEETING

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 & REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS AND COUNCIL REPRESENTATIVES: an opportunity for members of the public to address the Council on any Council matter before the formal Meeting commences and to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 15 minutes)

AGENDA

- 1. APOLOGIES FOR ABSENCE:** To note and agree Apologies received from Council Members
Apologies have been received from Wiltshire Councillor H Greenman
- 2. Declaration(s) of Interest - in accordance with Chippenham Without Parish Council's Code of Conduct and Standing Orders**

- 3. MINUTES:** To receive and sign as a true record the Minutes of Meeting/s. **(For Decision)**

Parish Council Meeting held 31st July 2019 (see attached Draft Minutes)

- 4. PLANNING:**

Planning Applications: To consider and make observations on Planning Applications received

Prior to the consideration of each 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)

- a) 19/08010/FUL
Extension to Existing Garage to Provide Granny Annexe and Additional Garaging
Allington Farmhouse, Allington, Nr Chippenham, Wiltshire SN14 6LW
For Mr P Reynolds **(see online) (For Decision)**

No further Planning Applications have been received within the timescale for Agenda inclusion.

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

No Planning Decisions or Planning related matters have been received within the timescale for Agenda inclusion.

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

- a) To consider and approve any payments required **(see attached) (For Decision)**
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|--------------------------------------|-----------|----------|----------|
| St Peter's Church. Meeting Room Hire | Inv 00216 | 01.08.19 | £ 286.00 |
|--------------------------------------|-----------|----------|----------|
- b) To note any receipts received. **(to note)**
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|---|-----------|----------|------------|
| Groundwork UK. Neighbourhood Planning Support | NPG-10952 | 26.08.19 | £ 5,400.00 |
|---|-----------|----------|------------|

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

- a) Allington Action Group. To receive any reports and updates since the last Council Meeting. **(to note)**
- b) Neighbourhood Planning. To receive and note any reports and updates since the last Council Meeting. **(to note)**
- c) Wiltshire Council Operational Flood Working Group North. The Working Group met on the 17th July 2019 in Devizes Corn Exchange SN10 1HS. A further Meeting is scheduled for 16th October 2019 in St Margaret's Hall, Bradford on Avon. To receive any updates. **(to note)**
- d) Community Governance Review. Pursuant to Minute 28/19 (n). Wiltshire Council has invited Parish and Town Councils to submit any requests for changes, including naming of Parishes, or its Wards, total number of Councillors, creation of Wards, changes to external boundaries of the Parish, or the creation/abolition/merger/grouping of Parishes and other such changes. Timescale for comment is by October 2019 and the Council agreed to consider any views at this Meeting. **(see attached) (Guidance attached by email only as 54 page document) (For Decision)**
- e) Community Governance Review. Yatton Keynell Parish Council has approached the Council for views on a suggestion they are considering of including an area of the Parish within their own Parish. Copies of the details have been circulated to Members previously and are attached again. To consider and agree a Council response. **(see attached) (For Decision)**
- f) St John Ambulance. The Council has received a request for financial aid in regards to a donation towards the cost of the service in Wiltshire. To consider and agree if a donation should be given. **(see attached) (For Decision)**
- g) Wiltshire Council - Briefing Note No 19-022. The Council has received a Briefing Note in regards to the Wiltshire Housing Land Supply update. **(see attached) (to note)**
- h) Allington Lane reinstatement/signage. To receive any reports and updates since the last Council Meeting. **(to note)**
- i) Milestone Plaque. To receive any reports and updates since the last Council Meeting. **(to note)**
- j) Wiltshire Resilience Day. The Council has been invited to attend the event, organised by Wiltshire Council and the Environment Agency for flood wardens and community volunteers, to be held on Wednesday 9th October 2019 at Warminster Civic Centre from

10.00am to 4.00pm. There is a need to book places. To consider Council attendance. **(see attached) (For Decision)**

- k) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
 - i) To note that the next Chippenham Area Meeting is scheduled for Monday 7th October 2019 in The Neeld Hall, 7.00pm for 7.30pm start. **(to note)**
 - ii) To consider any new, and review any previous local issues within the Parish, that have been, or should be raised, with the Chippenham Area Board at their next Meeting **(For Decision)**
 - iii) To note that the next Chippenham Community Area Parish Forum is scheduled for Wednesday 23rd October 2019 at 7.30pm in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. The evening's topic is Cyber Crime. **(to note)**
 - iv) To consider any new, and review any previous local issues within the Parish, that have been, or should be raised, with the Community Area Parish Forum at their next Meeting **(For Decision)**
- l) SW Ambulance Trust Defibrillator Training. Members are reminded that arrangements have been made to hold the Annual Training on Wednesday 30th October 2019 at 7.45pm in St Peter's Church Meeting Room. **(to note)**
- m) Community First AGM 2019. The Council has been invited to attend the AGM to be held on Wednesday 9th October 2019 in The Town Hall, Devizes from 5.30pm. **(see attached) (For Decision)**
- n) Wiltshire Council - Briefing Note No 19-023. The Council has received a Briefing Note in regards to Representations on Special School Provision in North Wiltshire. Responses are required by 30th September 2019. **(see attached) (For Decision)**
- o) Community Led Housing. The Council were advised that the Wiltshire Community Led Housing Partnership was hosting an event for those interested in Community Led Housing at the Community First Offices on Tuesday 10th September 2019 10am – 12.30pm. Members were circulated with the details. **(to note)**
- p) WiltshireOnline – High Speed Broadband – Gigaclear. The Council has been advised that Mr Christopher Morris has taken over the role of Community Engagement Manager for Wiltshire, replacing Mr Stephen Harris. To receive any further updates. **(to note) (For Decision)**
- q) Financial Planning. Wiltshire Council has advised that their Council Tax Setting Timetable requires Parish Councils to submit their Precept requirement for Year 2020/2021 no later than 24th January 2020. The Council does not meet until the 29th January 2020 and it has become usual for the Council to consider their budget and Precept requirement at their November Meeting, which will be on the 27th November 2019. **(see attached) (to note)**
- r) Wiltshire Local Plan Review. The Council has been invited to a further consultation session, local session being Tuesday 1st October 2019 in Calne Library, The Strand, Calne SN11 0JU 6.00pm to 8.00pm. To agree Council representation. **(see attached) (For Decision)**
- s) Neighbouring Planning Surgery. The Council was invited to a Neighbourhood Planning Surgery Session and Presentation held on 16th July 2019 at County Hall. Wiltshire Council has subsequently circulated the presentation details to Councils. **(previously circulated) (to note)**
- t) Wiltshire Council - Briefing Note No 19-025. The Council has received a Briefing Note in regards to the Changes to Code of Conduct Complaints. **(see attached) (to note)**
- u) Wiltshire Local Plan Review shaping plans to 2036. The Council received an invitation to a Consultation Event held on Wednesday 17th July 2019 at Chippenham Town Hall. Wiltshire Council has recently circulated the Meeting Notes. **(see attached) (to note) (For Decision)**
- v) Wiltshire Housing Site Allocations Plan – Consultation on Further Modifications. Wiltshire Council has advised that a 6-week Consultation commenced on Thursday 12th September and ends on Friday 25th October 2019. To consider any response required. **(see attached) (For Decision)**
- w) Tor Hill Crossroads, Kington St Michael. Pursuant to Minute 31/19 (a). To receive any updates. **(to note) (For Decision)**
- x) Post Office Network. Pursuant to Minute 28/19 (bb). Following reports that the Government planned to end its' subsidy of the Post Office Network in 2021. The Council agreed to await any updates from Wiltshire Councillor H Greenman on the issue before considering if there were any actions to take. **(to note) (For Decision)**

7. STANDING ITEMS:

- a) Parish/Community Hall: To consider future consultation, funding and planning issues generally. Pursuant to Minute 29/19 (a). To consider any updates. **(to note) (For Decision)**
- b) Notice Boards: To receive any reports and updates since the last Council Meeting. **(to note)**
- c) Insurance: To consider and agree necessary amendments. No updates are required **(to note)**
- d) Emergency Planning: To consider Emergency Planning within the Parish. **(For Decision)**
- e) Flooding/Drainage: To consider general flooding and drainage matters within the Parish. **(For Decision)**
- f) Parish/Community/Website/Newsletters/Social Media: To consider general issues and Parish communications, including communication between Elected Members. **(to note) (For Decision)**
- g) Council Award Scheme To raise general issues and to receive any updates. No updates **(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) Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. The Council has recently been advised of an AutoSpeedwatch tool that may make Speedwatch easier, safer and more efficient. Details of the ElanCity Evolus Radar Speed Sign are also attached. **(see attached) (to note) (For Decision)**
- n) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**

8. 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. The Parish Steward was scheduled to visit on the 11th September 2019. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways August 2019 Newsletter and attachments. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
- c) Highway Conditions and Maintenance: To raise general issues in regards Highway Conditions and Maintenance within the Parish. **(For Decision)**

9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity for Council Members 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 the next Meeting.

- 10. **DATE OF NEXT MEETING:** Following the approval of the Schedule of Meeting dates earlier in the evening the date of next Meeting is set for **7.45pm, Wednesday 27th November 2019**. However, Members should note that **Wednesday 30th October 2019** is scheduled for a Planning Meeting and Notice will be given if this Meeting is required.