

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

20th January 2022

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 26th January 2022** commencing at **7.15pm** in the **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

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 held:

Full Council Meeting held 24th November 2021. **(see attached Draft Minutes) (For Decision)**

4. **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)

- a) *PL/2021/11152 – Householder Application
Alterations and Extension of Dwelling including Creation of Residential Annex
The Gables, 1-2 Sheldon Corner, Sheldon, Nr Chippenham, Wiltshire SN14 0RF
For Mr & Mrs Sullivan **(see online) (For Confirmation)**

*The Council was consulted on this application. The timescale for responses ended before this Council Meeting. The application was circulated to Members and responses indicated that there were no objections to raise in principle, but there were reservations and that suitable conditions

should be considered in any favourable decision given by Wiltshire Council. The Clerk responded accordingly. **(see attached)**

- b) *PL/2021/11382 – Listed Building Consent Application
Conversion of Stable Building for Use as Self-Contained Holiday Let and Re-roofing Works
Lanhill Farm, Lanhill, Nr Chippenham, Wiltshire SN14 6LY
For Mr & Mrs D Park **(see online) (For Confirmation)**

*The Council was consulted on this application. The timescale for responses ended before this Council Meeting. The application was circulated to Members and responses indicated that there were no objections to raise in principle, but there were reservations and that suitable conditions should be considered in any favourable decision given by Wiltshire Council. The Clerk responded accordingly. **(see attached)**

There are no further planning applications to consider at the time of Agenda publication. **(to note)**

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

- a) PL/2021/07610 – Full Planning Application
Development of a 20MW Battery Storage Facility
The Barn south east of 8 Tiddlywink, South From Yatton Keynell to Crossroads, Yatton Keynell
SN14 7BY
For Mr John McQueen **Approved with Conditions 14th January 2022**

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

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)**

Black Nova Designs. Website Hosting Renewal 22/23. Inv BND-9997	£ 76.00
Black Nova Designs. Website edits and URL update Dec 21. Inv BND-9852	£ 54.00
Black Nova Designs. Website edits and update Dec 21. Inv BND-9792	£ 54.00
Cyan Balmoral Queen's Plantinum Bench LT680-QPBA	£ 598.00

- b) To note invoices paid since the last Council Meeting **(see attached)**

St Peters Church. Hire of Meeting Room 24.11.21	£ 24.00**
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** Clerk will seek reimbursement in his Annual expenses claim

- c) To note any receipts received since the last Council Meeting **(to note)**

There have been no receipts since the last Council Meeting.

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

HSBC Account No. 41561774	17 th December 2021	£ 23,067.86
HSBC Account No. 41561782	17 th December 2021	£ nil
Sandtander Business Account No 38233118	28 th October 2021	£ 28,004.00
Sandtander Business Bond Account No 00008195	28 th October 2021	£ 61,613.67

6. 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. Parish Steward visits were/are scheduled for 25th January, 22nd February, 22nd March and 20th April 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)**

7. STANDING ITEMS:

- a. Notice Boards: The Council has agreed that 2 notice boards were sufficient for the Parish. The first would be a replacement for that on the public verge at the entrance to Allington Farm Shop. Members had viewed a notice board erected in an adjacent Parish and the details and costs have been sourced from them. They say that the single large door is “tricky to deal with” in wind and rain and they should have gone for the two door model. The notice board is available from the Parish Notice Board Company and the freestanding 2-door Classic Range with all-access thumb locks and pinboard interior 1500mm x 1200mm in choice of RAL colour with lettering is £835.00 plus vat. In addition there will be associated installation costs from a local contractor. To consider and agree to proceed. **(see attached) (For Decision)**
- b. Emergency Planning: To consider Emergency Planning issues within the Parish. **(For Decision)**
- c. Flooding/Drainage: To consider general flooding and drainage matters within the Parish. **(For Decision)**
- d. Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. **(For Decision)**
- e. 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)**
- f. Insurance: To consider and agree necessary amendments. No updates are required **(to note)**
- g. Parish/Community/Website/Newsletters/Social Media: To consider general issues and Parish communications, including communication between Elected Members. **(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. Later Agenda item refers. **(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)**

8. 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. The Regulation 14 consultation commenced on the 4th January and ends on the 28th February 2022. As well as individuals the Parish Council may wish to respond to the Consultation. **(see attached) (to note) (For Decision)**
- b) The Longstone – A420. Following the last Council Meeting a letter was sent on the 3rd December 2021 to Wiltshire Council Conservation, Heritage England, Wilts Highways Area Manager, Western Highways, Parvis Khansari Head of Wilts Highways and the Kington Division Member. To date no responses have been received. **(see attached) (For Decision)**

- c) Community Transport Group (CATG). To receive any updates since the last Council Meeting and any actions required. CATG met on the 17th November 2021 using Microsoft Teams. The Notes of the Meeting have been circulated. Following the Meeting the Council has been advised that CATG Scheme contributions will increase from 25% to 30% from the 1st April 2022. The Group agreed that a speed limit assessment would be appropriate to consider any A420 speed limit changes. The issue will be raised at the next CATG Meeting to be held on 22nd February 2022 and a Council Member may wish to attend to support the request. **(see attached) (For Decision)**
- d) Parish Council Database. The Council agreed to consider how to involve Parishioners more in local matters to raise enthusiasm levels and increase involvement and participation. To receive any updates since the last Council Meeting. The Neighbourhood Plan Consultation allows interested parties to indicate if they wish to be on the database. **(to note) (For Decision)**
- e) Chippenham Without Parish Council Policies. Pursuant to Minute 054/21 (g). The Council received the draft Parish Council Standing Orders and Financial Regulations based upon Model Templates prepared by NALC and the LGA at the last Council Meeting. The matter has now remained for final consideration for the required timescale and the Council can now proceed with the adoption of the updated Standing Orders and Financial Regulations. The related documents are re-circulated. **(see attached) (previously circulated as hard copy at last Council Meeting) (For Decision)**
- f) Queen's Platinum Jubilee 2022. The Council has considered how they might become involved in the Queen's Platinum Jubilee Celebrations occurring in June 2022. The Celebration bench has been ordered. To receive any further updates. **(For Decision)**
- g) Meeting Venue. The Council agreed to meet at the Rugby Club, being a Meeting Room within the Parish. To receive any updates. **(to note) (For Decision)**
- h) CPRE Wiltshire Best Kept Village Competition 2022. The Council has received advanced notification that the BKVC is to take place again this year. No decision is required on entry at this stage. In addition an approach has been received from the Editor of Wiltshire Voice who is writing an article for the CPRE Wiltshire twice-yearly magazine on why villages do, or do not, enter. Comments are requested. **(see attached) (to note) (For Decision)**
- i) Wiltshire Council - Briefing Note No 21-11. The Council received a Briefing Note in regards to Wiltshire Council Mowing Policy and wrote to Wiltshire Highways raising a number of issues. The matter has been chased but there has been no response to date. The Kington Division Member could be asked to investigate why no response has been received. **(to note) (For Decision)**
- j) Wiltshire Operational Flood Group North. A Group Meeting was held on the 17th November 2021 using Microsoft Teams. The Notes have been circulated. The date of the next Meeting (via Microsoft Teams) with an invitation to attend and to raise any local concerns is Tuesday 25th January 2022 at 9.30am. The link has been circulated. **(to note)**
- k) Wiltshire Council Weather Team. The Council was to install additional salt bins in the Sheldon Corner area before this coming winter. To receive any updates. **(to note)**
- l) Frogwell Lane - CCTV Provision. Following receipt of the Council views and decision, the Chippenham Community Safety Forum will be taking no further action. **(to note)**
- m) Allington Action Group. To receive any reports and updates since the last Council Meeting. **(to note)**
- n) WiltshireOnline – High Speed Broadband – Gigaclear. To receive any further updates since the last Council Meeting. The Council has been notified that further works are to take place on the Bristol Road North West C180 through Allington and the A420 Yatton Road to Bristol Road Allington from the 26th to 28th January 2022. **(see attached) (to note)**

- o) Allington Lane reinstatement/signage. To receive any reports and updates since the last Council Meeting. **(to note)**
- p) Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum. The Area Board met on Monday 13th December 2021. The next Area Board Meeting is scheduled for Monday 14th March 2022 at 7.00pm. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**
- q) Wiltshire Council - Briefing Note No 21-27. The Council has received a Briefing Note in regards to the Wiltshire Council Covid-19 Update. **(see attached) (to note)**
- r) Wiltshire Council - Briefing Note No 22-01. The Council has received a Briefing Note in regards to the changes in the Wiltshire Council New Residual Waste Collections Rounds. **(see attached) (to note)**
- s) SLCC.NALC.LLG.ADSO. An open letter has been received for Councils information to highlight the issue of local authority remote meetings. The Government is being lobbied to change the law to allow such meetings to take place in England. **(see attached) (to note)**
- t) A350 Chippenham Bypass. The Council has been notified of the proposals for the dualling of the remaining single carriageway sections. Potential start date being 2024 with completion 2025. **(see attached) (to note)**

9. 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.

- 10. DATE OF NEXT MEETING:** The date of next Meeting is scheduled for **7.15pm, Wednesday 30th March 2022**. However, Members should note that **Wednesday 23rd February 2022** is scheduled for a Council Planning Meeting and Notice will be given if this Meeting is required. If required it will be called as a Virtual Meeting using Zoom Communications.