

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

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21st November 2019

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 27th November 2019** commencing at **7.15pm** at **St Peter's Church Meeting Room, 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 Cllr Mrs L Selman
- 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 25th September 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) 19/10105/LBC
Partial Rebuild of Forecourt Walls
Sheldon Manor, Sheldon Corner, Sheldon, Nr Chippenham, Wiltshire SN14 0RG
For Mr A Gibbs **(see online) (For Decision)**
- b) 19/10628FUL
The Construction of a 10MW Battery Storage Facility, the Formation of a New Access, Alteration of an Existing building site clearance and other Associated Works
The Barn, South East of 8 Tiddlywink, South from Yatton Keynell to Crossroads, Yatton Keynell SN14 7BY
For Mr John McQueen **(see online) (For Decision)**

** For Members information the Council considered a previous application on the 31st July 2019 being:

19/06775/FUL
The Construction of a 10MW Battery Storage Power Plant; the Formation of a New Access, Alteration of an Existing building site clearance together with other Associated Works
The Barn, South East of 8 Tiddlywink, South from Yatton Keynell to Crossroads, Yatton Keynell SN14 7BY
For Mr John McQueen

Subsequently, the application was withdrawn. The Council's comments and those of Yatton Keynell PC are attached for information. **(see attached)**

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

- 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 **Approved with Conditions 27th September 2019**

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. Inv BND-4072	08.10.19	£	48.00
Ridge and Partners LLP Inv 164059	17.10.19	£	1,560.00
Ridge and Partners LLP Inv 165176	31.10.19	£	1,452.00

- b) To note any receipts received.

There have been no Receipts since the last Council Meeting **(to note)**

- c) Bank Account Balance Transfer

To consider and agree to transfer £9,000.00 from the Santander Business Account to the HSBC Account to allow working funds for year 2019/2020. The Council's Precept, when received from Wiltshire Council, is deposited in the Santander Account and it is normal practice to transfer funds to the HSBC Account. **(For Decision)**

- d) Council Budget: To consider Council Budget and Budget proposals for the Council Year 2020-2021 and required Precept. **(For Decision)**

The Council is required to submit their Precept requirement to Wiltshire Council by the 24th January 2020. As in previous years the Council should be mindful of the present Governments consultations and austerity measure policies on future of Local Government spending and the possibility that

Parish Councils may be considered under capping and referendum proposals. There are no proposals being suggested at the present time but the situation could change in the lifetime of the next Parliament. The present policy is that they intend to continue the deferral of setting referendum principles for Town and Parish Councils, encouraging a continuing downward trend in spending that will be "kept under active review".

The Council has increased their Precept requirement over the last few years raising it to £9,000.00 last year. The Council has significant savings, which the Council has set aside for Capital Spending, particularly the Community Hall proposal. At the present time the Precept is paid into the savings account and then, when needed, is transferred into the current account, which is used for Revenue Spending.

The Clerk as normal will recommend that a figure equating to at least the adopted Precept figure is transferred from the savings account to the current account to retain the working balance required for the next financial year. Wiltshire Council will then reinstate that money in early April 2020 with the agreed Precept.

Attached is a draft Year Ending 31st March 2020 Payment Schedule, including assumed spending before the year-end. This includes spending on Neighbourhood Plan Costs and the grant received from Groundwork UK. **(see attached)**

For Members information also attached are the final Payment Schedules for the previous two financial years so that a comparison of yearly spending can be made. **(see attached)**

The Council will need to consider that Wiltshire Council will be continuing to reduce services and whether there will be a need for the Parish Council to carry out some of the tasks for the local community's benefit and in addition Wiltshire Council may well ask for further Parish Council financial support for any works proposed within the Parish, such as CATG Area Board requests. At the present time there is little room in the Council's budget that can support extra Revenue spending, without increasing the Precept or taking from the Capital funds.

Wiltshire Council Financial Planning has provided draft 2020/2021 Tax Base details to assist Council with their Budget setting and Precept requirements. This is intended to assist Members in their budget setting. **(see attached)**

- 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 Group met on the 16th October 2019 in St Margaret's Hall, Bradford on Avon. The Agenda was published and circulated to Council Members. The next Meeting is scheduled for 11th December 2019 at the Wiltshire Air Ambulance Base, Melksham. **(to note)**
 - d) Local Government Boundary Commission. The Council was notified that a Consultation on the Wiltshire Council Division Boundaries had begun with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. The Council submitted representations that they wished to stay in the Kington Division rather than any parts being incorporated into any other Divisions. The Boundary Commission has now published their final recommendations and following Parliament approval, there are changes proposed to the boundaries of 89 of the 98 Divisions. This will not affect Chippenham Without Parish, as they are to remain in the Kington Division. **(see attached) (to note)**
 - e) Community Governance Review. Wiltshire Council 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. The Council agreed to submit observations that no changes should be made with the status quo retained as there was no local requirement to alter any existing boundaries and arrangements. In reaching this conclusion the Council was mindful of and confirmed a

previous Council decision, made on the 25th May 2016, in regards to a request from the late Mr Jesper Eades to move Cedar Lodge, Allington into the Chippenham Without Parish from Kington St Michael Parish and subsequently supported by that Council following consultation with them. The Council also confirmed, for the record, that the previous request for a change in Parish name was withdrawn. Following the Boundary Commission decision, Agenda Item 6 (d) above, Wiltshire Council are now proceeding to review the consequential impacts to Parishes. The Council responded to an informal request for views and was advised that if changes are proposed in the review there will be a formal consultation period. At that time only Chippenham Town Council had suggested changes that impacted on the Parish. **(see attached) (to note)**

- f) Wiltshire Council - Briefing Note No 19-032. The Council has received a Briefing Note in regards to the Community Governance Review advising that Wiltshire Council is commencing the Review in certain areas on the 1st November 2019. This includes Chippenham Without Parish. **(see attached) (to note)**
- g) Community Governance Review. Wiltshire Council has invited affected Parishes to meet their Electoral Review Committee on the 16th December 2019 2.00pm-4.30pm at County Hall, Trowbridge. Following the last Council Meeting the Council responded to the informal consultation. Item 6 (e) refers. To agree Members attendance. **(see attached) (For Decision)**
- h) Community Governance Review. Pursuant to Minute 38/19 (e). Yatton Keynell Parish Council had approached the Council for views on a suggestion they were considering including an area of the Parish within their own Parish. The Council responded indicating their opposition to the ideas. Subsequently the Council has received amended proposals and has been informed that they have been submitted for consideration under the Community Governance Review. Copies of the details have been circulated to Members previously and are attached again. To consider and agree a Council response to both Yatton Keynell Parish Council and Wiltshire Council. It has been confirmed that this proposal will also be tabled at the Electoral Review Committee on the 16th December 2019 in addition to the Chippenham Town proposals. **(see attached) (For Decision)**
- i) Keep Britain Tidy-Fight Back Against Dog Fouling. The Council has been notified that the dark nights bring dark dog owner behaviour, increasing incidents of dog fouling. An award winning solution is offered. **(see attached) (For Decision)**
- j) Fly Tipping. The Chippenham Area Board has funded the provision of signs to deter Fly Tipping. To receive any reports and updates since the last Council Meeting **(For Decision)**
- k) Chippenham Community Area Parish Forum. Since its' formation some years ago, the Parish Forum has gone from strength to strength and is well attended and is now the meeting place for local Councils amongst other things to network and share concerns. Community Area Parish Councils have hosted the Forum, some on a number of occasions, each covering the costs of the relevant Meeting. The Council has not offered to host the Forum to date and with the next Meeting date scheduled for December the opportunity exists for the Council to host the Forum Meeting on the 18th December 2019 at the St Peter's Church venue as this has already been booked and paid for. Council attendees at the last Forum Meeting indicated their willingness to host the December Forum and also being close to the Festive Season the suggestion is that it would be nice to provide refreshments. It is likely that there will be around 20 attendees. To consider and agree that the Council will host the event and to fund the provision of refreshments. **(For Decision)**
- l) Allington Lane reinstatement/signage. To receive any reports and updates since the last Council Meeting. **(to note)**
- m) Milestone Plaque. To receive any reports and updates since the last Council Meeting. **(to note)**
- n) Wiltshire Council - Briefing Note No 19-026. The Council has received a Briefing Note in regards to the new Mental Health Campaign. **(see attached) (to note)** * It may be that this Note should have been 19-027 as 026 had been previously used.
- o) Wiltshire Council - Briefing Note No 19-028. The Council has received a Briefing Note in regards to the Carers in Wiltshire Joint Strategy 2017-22. **(see attached) (to note)**
- p) Wessex Flood Warden Newsletter (Oct 19). The Council has received a copy of the latest Environment Agency online Newsletter. **(previously circulated) (to note)**
- q) SID Deployment. Wiltshire Council has recently provided a revised SID Deployment Criteria Note for local Town and Parish Councils. The Council is advised that Wiltshire Council are continuing to explore options to allow volunteers to receive appropriate training in lieu of the need to have Streetworks Accreditation. **(see attached) (to note)**

- r) Wiltshire Council - Briefing Note No 19-030. The Council has received a Briefing Note in regards to a Targeting Fly-tippers Campaign that rewards anyone who reports tipping that results in a successful prosecution. **(see attached) (to note)**
- s) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
 - i) To note that an Area Board Meeting was held on Monday 7th October 2019 in The Neeld Hall, Chippenham. To receive any updates from Council attendees. The next Area Board Meeting is scheduled for Monday 16th December 2019 11.00am start at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham SN15 3HP start. A rescheduled Area Board Meeting will take place on Monday 27th April 2020 at 7.00pm in The Neeld Hall, Chippenham. **(to note)**
 - ii) To consider any new, and review any previous local issues within the Parish, which have been, or should be raised, with the Chippenham Area Board at their next Meeting **(For Decision)**
 - iii) To note that a Meeting of the Chippenham Community Area Parish Forum took place on Wednesday 23rd October 2019 in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. The topic for the evening was Cyber Crime. To receive any updates from Council attendees. The next Forum Meeting is scheduled for Wednesday 18th December 2019 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. **(to note)**
 - iv) To consider any new, and review any previous local issues within the Parish, which have been, or should be raised, with the Community Area Parish Forum at their next Meeting **(For Decision)**
- t) Wiltshire Council - Briefing Note No 19-031. The Council has received a Briefing Note in regards to the Chippenham BID Renewal Ballot (Oct 2019). **(see attached) (to note)**
- u) WiltshireOnline – High Speed Broadband – Gigaclear. The Council was advised that Mr Christopher Morris had taken over the role of Community Engagement Manager. To receive any further updates since the last Council Meeting. **(to note) (For Decision)**
- v) Rural Community Energy Fund – Applicant's Workshop. The Council has been notified of a free event to help communities develop their own local clean and renewable sources of energy generation. Monday 25th November 2019 5.30pm to 7.30pm, in the Council Chamber, Monkton Park Offices. There is a need to reserve places **(see attached) (to note) (For Decision)**
- w) NALC - Neighbourhood Planning & Community Health and Wellbeing. The Council has recently received a Briefing Note in regards to the use of CIL Funds and Neighbourhood Planning to improve Community Health and Wellbeing. **(see attached) (to note)**
- x) NALC - Good Councillors Guidance-Transport Planning. The Council has recently received a Good Councillors Guide on Transport Planning. **(see attached) (to note)**
- y) NALC - CIL Guide. The Council has recently received a Guide on Community Infrastructure Levy collection and use. **(see attached) (to note)**
- z) WALC – Developing Charing Skills. Following the “sell out” session earlier this year WALC are running a similar event on Friday 17th January 2020, 9.00/9.30am to 4.00pm at Royal Wootton Bassett Rugby Club. Places need to be booked as soon as possible. **(see attached) (to note) (For Decision)**
- aa) Wiltshire Council £75 million Infrastructure Bid. Council Members were circulated with a press release relating to a Wiltshire Council £75 million infrastructure funding bid to Government to support the potential long-term growth of Chippenham that suggested would be used to build a new road to the east and south of Chippenham, linking the A350 at the northern and southern ends and as a consequence unlocking development land. This had attracted adverse comment and some affected Parish Councils had received a communication from Bremhill Parish Council. Notification has now been received that the £75m HIF Bid was successful. Bremhill Parish Council again contacted Parish Councils and advised that following representations the Wiltshire Council Director responsible for the bid would attend the Calne Area Board meeting to be held on 12th November 2019. To receive any updates. **(see attached) (to note) (For Decision)**
- bb) Wiltshire Council - Briefing Note No 19-035. The Council has received a Briefing Note in regards to the Wiltshire Community Foundation Surviving Winter Fund and Warm and Safe. **(see attached) (to note)**
- cc) Wiltshire Council – Waiting and Parking Requests. The Council has been reminded that the deadline for submissions is 31st January 2020. **(see attached) (For Decision)**

- dd) Wiltshire Council Chippenham Community Engagement Manager. The Council agreed to invite Mr Oliver Phipps (Ollie) to a future meeting and he has agreed to visit the Council on Wednesday 29th January 2020. **(to note)**
- ee) Member Training. The WALC Training Officer has advised that they are now taking bookings for early 2020 for sessions of 2 hours in length (Monday-Thursday) evenings. Charges are dependent on attendance numbers. Members are advised that Kington St Michael PC are considering holding a session and the Council may wish to attend that when announced. **(see attached) (For Decision)**
- ff) WALC – AGM. The Council has been notified that the WALC AGM will be held on Wednesday 4th December 2019 at 7.00pm at their Offices, Unit C2 Beacon Business Centre, Hopton Park, Devizes SN10 2EY. The Guest Speaker's topic for the evening will be Wiltshire Council's Service Devolution & Asset Transfer. **(see attached) (to note)**
- gg) Post Office Network. 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 receive any updates. **(to note)**
- hh) SW Ambulance Trust Defibrillator Training. The Annual Training session was held on Wednesday 30th October 2019. The Council had offered the training session to neighbouring Councils who could benefit from any knowledge gained and a Member from Kington St Michael and Langley Burrell Without Parish Councils attended. To receive any updates from attendees. **(to note)**

7. STANDING ITEMS:

- a) Parish/Community Hall: To consider future consultation, funding and planning issues generally. 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. **(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 visited on the 7th November 2019 and is scheduled to visit on the 4th December 2019 and the 15th January 2020. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways October 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)** The Council is aware of the Wiltshire Sewer

and Land Drainage Team invitation to identify gullies causing concern. To consider and advise Wiltshire Council of any requirements. **(see attached) (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 29th January 2020**. However, Members should note that **Wednesday 18th December 2019** is scheduled for a Planning Meeting and Notice will be given if this Meeting is required.