

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

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3 Wardour Road
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22nd November 2018

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 28th November 2018** commencing at **7.45pm** at **St Peter's Church, Lordsmead, Chippenham**.

Yours faithfully,

Vivian Vines

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.
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 10th October 2018 **(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)

No Planning Applications have been received within the timescale for Agenda inclusion. Any Planning Applications received within the next 3 weeks will be considered at the Council's Planning Meeting scheduled for Wednesday 19th December 2018.

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 **(For Decision)**

Gloucestershire Rural Community Council. Inv 00005039 15.10.18 £ 1,460.15

b) To note any receipts received **(to note)**

There have been no Receipts since the last Council Meeting

c) Council Budget: To consider Council Budget and Budget proposals for the Council Year 2019-2020 and required Precept. **(For Decision)**

The Council is required to submit Precept requirements to Wiltshire Council by the 25th January 2019. The Council should be mindful of Government 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 this Parliament. Latest information 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 from £7,000.00 to £8,000.00 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, when required, 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 2019.

Attached is a draft Year Ending 31st March 2019 Payment Schedule, including assumed spending before the year-end. This includes spending on Neighbourhood Plan Costs and grant received from Groundwork UK and also sponsorship received. **(see attached)**

For Members information also attached is a Payment Schedule for the previous financial year 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 2019/2020 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, including any updates on the Housing Needs Survey. **(see attached) (to note)**
- c) Wiltshire Council Operational Flood Working Group North. A Meeting was held on 21st November 2018 in St Margaret's Hall, Bradford on Avon. The date of the next Meeting is yet to be received. **(see attached) (to note)**
- d) Wiltshire Association Local Councils (WALC). The Council was advised that the AGM would take place on Monday 22nd October 2018. Following the AGM was a discussion on "The Magic Money Tree" funding for local Councils. To receive any updates from attendees. **(to note)**
- e) Wiltshire Council - Briefing Note No 368 – The Council received a Briefing Note in regards to the Wiltshire Local Plan Review Update. 27th September to 9th November 2018. The Note included an invitation to consultation events taking place during October 2018. To receive any updates from attendees and consider any views. A Chippenham HMA Plan produced for the event is attached for information. **(see attached) (For Decision)**
- f) Wiltshire Council – Focusing on the Future. The Council had been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session took place on Thursday 22nd November 2018 in the Council Chamber, Monkton Park, Chippenham. To receive any updates from attendees. **(to note)**
- g) Environment Agency Wessex Flood Warden Newsletter (Autumn 2018) The Council has received the latest edition of the Newsletter. **(previously circulated) (to note)**
- h) Community First AGM 2018. The Council had been invited to attend the AGM held on Thursday 11th October 2018 in The Town Hall, Devizes. To receive any updates from Council attendees. **(to note)**
- i) Kissing Gates. Pursuant to Minute 38/18 (g). The Council has previously noted that Wiltshire Council had written to Chippenham Community Area Parish Councils inviting them to submit proposals for Kissing Gates in their areas. A Contribution of 25% towards the costs of provision would be expected. The Council has considered that this was an opportunity to replace and upgrade Rights of Way access throughout the Parish for a relative low cost and Cllr H Ham has agreed to prepare a list of requirements to submit to Wiltshire Council. To receive any updates. **(to note)**
- j) National Police Chief's Council (NPCC). The Council has received a copy of the NPCC Rural Affairs Strategy 2018-2021. **(previously circulated) (to note)**
- k) OFWG Newsletter (Oct 2018). The Council received details of a Flood Warden Workshop to be held on the 14th November 2018 at the Wiltshire & Dorset FRS Training Centre, Hopton, Devizes. To receive any reports from attendees. **(see attached) (to note)**
- l) Wiltshire Council - Briefing Note No 369 – The Council has received a Briefing Note in regards to HomeRun a smartphone app. **(see attached) (to note)**
- m) Military-Civilian Integration. The Council has been advised that the Integration Partnership Task Group is conducting a survey regarding the impact on Town and Parish communities of the growing military presence. A request is made for the return of survey forms by 30th November 2018. **(see attached) (to note)**
- n) Wiltshire Council - Briefing Note No 370 – The Council has received a Briefing Note in regards to the Council Tax Single Person Discount Review. **(see attached) (to note)**
- o) Broadband/Fibre Broadband. Pursuant to Minute 38/18 (h). The Council was aware that the WiltshireOnline project had provided no benefit to areas of the Parish and had asked for an update. To receive any updates. **(For Decision)**
- p) Rural Broadband Infrastructure. Pursuant to Minute 38/18 (aa). The Council was aware of the Herefordshire Council's Broadband initiative to provide superfast broadband access for remote properties and had asked for Wiltshire Council's position on the matter. To receive any updates. **(For Decision)**
- q) Wiltshire Council - Briefing Note No 371 – At a previous Meeting the Council received a Briefing Note 365 in regards to the Social Housing Green Paper. The Council has now received a Briefing Note 371 providing the Wiltshire Council responses to the Consultation. **(see attached) (to note)**
- r) Chippenham Neighbourhood Plan. The Council received a presentation from Mr Andrew Conroy, Chippenham Town Council Planning Officer, who was tasked with the preparation of the Neighbourhood Plan at their last Meeting. To receive any updates. **(to note)**

- s) Wiltshire Council - Briefing Note No 372 – The Council has received a Briefing Note in regards to the Vision for Special Education in Wiltshire. **(see attached) (to note)**
- t) Wiltshire Council Concessionary Bus Pass Renewals. The Council has been advised that as from 1st January 2019 there will be no automatic renewal for un-used older person's bus passes and has requested that the Parish Council publicise the new policy. **(see attached) (to note)**
- u) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
 - i) To note that an Area Board Meeting was held on Monday 8th October 2018 in The Neeld Hall, Chippenham and to receive any updates from the Meeting. The Council has been informed that the Area Board Meeting scheduled for 17th December 2018 has been cancelled and that the next Meeting is scheduled for 4th February 2019. **(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 was held on Wednesday 24th October 2018 in The Goss Croft Hall, Upper Seagry. The Guest Speaker was Mr Andrew Conroy, Planning Officer, Chippenham Town Council who updated all on the progress of the Neighbourhood Plan. To receive any updates. The Forum agreed that the next Meeting should be held on the 5th or 12th December 2018 depending on the availability of the Chippenham Community Area Manager who wished to address the Forum. Since the Meeting information was received that the future of Area Boards is under review. Consequently, the date of the next Forum Meeting is to be Wednesday 20th February 2019 at 7.30pm in The Union Chapel, Middle Common, Kington Langley.. **(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)**
- v) Allington Lane reinstatement/signage. To receive any reports and updates since the last Council Meeting. **(to note)**
- w) Milestone Plaque. To receive any reports and updates since the last Council Meeting. **(to note)**
- x) Parish Wooden Seats. To receive any reports and updates since the last Council Meeting. **(For Decision)**
- y) Local Government Boundary Commission. Pursuant to Minute 38/18 (q). The Council had been notified that a Consultation on the Wiltshire Council division boundaries had begun, closing on the 5th November 2018. It had been understood that draft recommendations would be published in February 2019 for a further consultation with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. The Council had agreed to be mindful of progress and any proposal that might affect the Parish. To receive any updates. **(to note)**
- z) Wiltshire Council. Changes to Electoral Divisions and Area Boards. Pursuant to Minute 38/18 (r). The Council had been reminded that the review might lead to the need for some Parishes to move from one Area Board to another as a result of forming the new Divisions. The Council had agreed to be mindful of progress and any proposal that might affect the Parish. To receive any updates. **(to note)**

7. STANDING ITEMS:

- a) 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)**
- b) Notice Boards: The Council has agreed that the three Notice Boards need replacement as soon as possible. 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)**

- 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)**

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 Council is advised that the Parish Steward will visit on the 28th November 2018. There are no further visits timetabled. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways October and November 2018 Newsletters. **(previously circulated) (to note)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
 - i) Obstruction of Footpath/s. The Council has received representations regarding the intentional obstruction of Footpaths within the Parish. To consider any actions required. **(see attached) (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:** The date of next Council Meeting is **Wednesday 30th January 2019 at 7.45pm**. However, Members should note that **Wednesday 19th December 2018** is scheduled for a Planning Meeting and Notice will be given if this Meeting is required.