

# CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

24<sup>th</sup> June 2022

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 29<sup>th</sup> June 2022** commencing at **7.30pm** at The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ. The Meeting will commence on the completion of the Annual Council Meeting held earlier in the evening. The Press and Public are welcome to attend the Meeting.

Yours faithfully,

*Vivian Vines*

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 30<sup>th</sup> March 2022. **(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/2022/02501 – Circular 14/90-Electricity Overhead Lines Notification  
Notification to Move a Small Section of Existing Overhead Electricity Line to a New Location, including Installing an Additional Intermediate Pole  
Allington Stables at Well Close Farm, Lanhill, Chippenham SN14 6NB  
For Southern Electric Power Distribution (SEPD) **(see online)**

\*The application was a Notification from a Statutory Undertaker in regards to an alteration to a power line. Members were circulated with the details on the 31<sup>st</sup> March 2022 and the timescale

for a response to Wiltshire Council was the 18<sup>th</sup> April 2022. No negative comments were received from Members. The application was not a normal planning application being a Notification of planned works. **(to note)**

- b) PL/2022/03508 – Full Planning Permission  
Alterations and Extensions to Dwellinghouses known as Bolehyde Manor, Garden Cottage, Cottage 1 and Cottage 2 together with Refurbishment Works; Demolition of Modern Outbuildings and Replacement with New Outbuildings for Ancillary Purposes, and Refurbishment Works to Retained Outbuildings; Access, Drainage and Landscape Works and New Glasshouse and Installation of Renewable Energy Technology including PV Cells to Roof of Modern Farm Building  
Bolehyde Manor, Allington, Chippenham SN14 6LW  
For Mr M Muller and Ms T Wimhurst **(see online) (For Decision)**

- c) PL/2021/10714 – Householder Application  
Demolition and Replacement of Single-Storey Extension. New Entrance Gateway and Outbuilding. Removal and Replacement of Oil Tank with Ground Source Heat Pump and PV Panels to be installed on Outbuilding Roof  
Allington Grange Lodge, Allington, Nr Chippenham, Wiltshire SN14 6LW  
For Mr & Mrs Savage **(see online) (For Decision)**

\*The Council considered this application on the 24<sup>th</sup> November 2021 and raised no objections. The applicants have amended the proposals and the Council is re-consulted with responses requested by the 29<sup>th</sup> June 2022.

- d) PL/2021/06100  
The Installation of a Solar Farm of up to 49.9MW of Generating Capacity, comprising of the Installation of Solar Photovoltaic Panels and Associated Infrastructure including Customer Cabin, Customer Substation, DNO Substation and Equipment, Inverter and Transformer Substations, Spare Part Container, Associated Battery Storage, Access Tracks, Fencing, Security Cameras, Landscape Planting and Associated Works  
Land to the South of the M4 at Leigh Delamere, to the West of Leigh Delamere Motorway Services, Chippenham  
For Eden LD Solar Ltd **(see online) (For Decision)**

\*The Council considered this application on the 30<sup>th</sup> March 2022 and raised concerns in regards to the proliferation of Solar Farms throughout Wiltshire and highway issues in respect of the potential impact on local lanes being used as rat runs and the need for proper enforcement of any approved HGV routes. The applicants have amended the proposals and the Council is re-consulted with responses requested by the 1<sup>st</sup> July 2022.

There are no further 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

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

Chippenham Rugby FC. Hire of Pavilion 30 <sup>th</sup> March 2022. Inv 996	£ 24.00
WALC. Subscription 22/23. Inv 057 1 <sup>st</sup> April 2022	£ 68.72
Chippenham Rugby FC. Hire of Pavilion 1 <sup>st</sup> June 2022. Inv 1018	£ 24.00
Vastern Timber. Oak timber. Inv 0071626 Mr P Reynolds reimbursement	£ 338.40
S W Ambulance Trust. Defib 4 year lease package. Year 2	£ 840.00
Jubilee Event. Refreshments. Mr H Ham reimbursement	£ 134.94
Annual Parish Meeting/Jubilee Event. Invitations. Mr V Vines reimbursement	£ 115.20

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

Church Notice Board Co. Notice Board Inv 9822 Cheque No 100148 £ 600.00\*\*  
\*\* 50% deposit was paid with order.

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

Wiltshire Council Precept 2022/2023 (Tranche 1) 24<sup>th</sup> April 2022 £ 6,000.00

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

HSBC Account No. 41561774	17 <sup>th</sup> June 2022	£ 16,041.45
HSBC Account No. 41561782	17 <sup>th</sup> June 2022	£ nil
Sandtander Business Account No 38233118	24 <sup>th</sup> Apr 2022	£ 37,188.42*
Sandtander Business Bond Account No 00008195	5 <sup>th</sup> April 2022	£ 61,619.83

\* Assumed figure allowing for 24<sup>th</sup> April 2022 receipt.

- d) Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2022

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31<sup>st</sup> March 2022. The Parish Council is within those limits, income being £12,000.00 and expenditure being £7,619.80. The Receipts and Payments Accounting Schedule is attached for consideration and approval. **(see attached) (For Decision)**

The Parish Council can still request that the External Auditor carries out a limited assurance review if they wish but they will be charged.

In these circumstances it is recommended that the Parish Council agree to issue a Certificate of Exemption to the External Auditor. **(For Decision)**

The Parish Council still needs to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales. **(see attached) (For Decision)**

## 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. Wiltshire Highways has provided their calendar of visit dates for the next 6 months, being 8<sup>th</sup> June, 6<sup>th</sup> July, 3<sup>rd</sup> August and 31<sup>st</sup> August 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. Wiltshire Weather Team are beginning preparations for next winter and has contacted the Council asking them to undertake an audit of salt bins within the Parish to let them know which ones require refilling or replacing due to damage. The Council is advised that this assistance will mean that they will not waste precious resources by needing to visit all bins in the County to check their status. **(For Decision)**

## 7. STANDING ITEMS:

- a. Notice Boards: The new notice board for the A420 grass verge at Allington Crossroads adjacent to the Jubilee bench has been acquired. The Parish Steward was to be asked to install. To receive any updates on the upgrade of the Lanhill notice board. The Council's forward plan

identified the possibility of erecting a new Notice Board in the Sheldon area. The Council is now in a new financial year and may wish to move forward with this project and also consider any future provision. **(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/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)**

**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 results of the Regulation 14 Consultation have been circulated by the Group for Members information. **(see attached) (to note) (For Decision)**
- b) **Chippenham Local Highway and Footpath Group (LHFIG) (Formerly CATG).** To receive any updates since the last Council Meeting and any actions required. LHFIG met on the 19<sup>th</sup> April 2022. The Note Tracker for the Meeting has been circulated. On the 26<sup>th</sup> April 2022 the change in name was adopted by Wiltshire Council alongside increased funding for community highway projects. The next Meeting is scheduled for 26<sup>th</sup> July 2022 at 10.00am at a venue to be confirmed. **(For Decision)**
- c) **The Longstone – A420.** Pursuant to Minute 074/21 (b). To receive and note any reports and updates. **(to note) (For Decision)**
- d) **Parish Council Database.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- e) **Queen's Platinum Jubilee 2022.** The Council has purchased the Queen's Platinum Jubilee Celebration Bench. The Parish Steward was to be asked to install. The Celebration bench has been delivered and was unveiled at the Celebration the Council arranged following the Annual Parish Meeting held on the 1<sup>st</sup> June 2022. The Council invited all Parishioners to attend. To date the Council has made no decision regarding The Green Canopy national tree planting project. **(to note) (For Decision)**

- f) **Chippenham Neighbourhood Plan.** Cllr H Ham and Cllr S Eades in their local Steering Group roles have met Chippenham Town Council representatives to discuss mutual issues. Notes of their 13<sup>th</sup> April 2022 Meeting are attached. **(see attached) (to note). (For Decision)**
- g) **Wild about Wiltshire.** Pursuant to Minute 074/21 (h). A submission was made to Wiltshire Council under their Wild Verges Policy to agree this status for a section of verge in Allington Lane. This submission also included reference to Briefing Note 21-11 and Wiltshire News matters. A response has now been received. To consider any actions. **(see attached) (For Decision)**
- h) **Wiltshire Council - Briefing Note No 21-11.** The Agenda item above (8 g.) refers. **(to note) (For Decision)**
- i) **Parish Entrance Gates.** Pursuant to Minute 076/21. To receive any updates. **(to note) (For Decision)**
- j) **Litter Bins.** Pursuant to Minute 077/21 (i). The Council agreed to consider the issue of the replacement and possibly additional provision of litter bins throughout the Parish. **(For Decision)**
- k) **Stanton St Quintin Neighbourhood Development Plan (2021-2036).** The Council has been notified of the Regulation 16 Consultation. Consultation timescale is 8<sup>th</sup> June 2022 to 5.00pm on the 20<sup>th</sup> July 2022 and the link to the Wiltshire Council Consultation Portal has been circulated to Members. To consider any response. **(For Decision)**
- l) **Wiltshire Council Chippenham Climate & Ecological Emergency Forum.** The Area Board has formed a working group. The Notes of their Meetings held on the 26<sup>th</sup> April and 7<sup>th</sup> June 2022 have been provided and also the Groups Terms of Reference. A "Community Conference" is arranged for the 6<sup>th</sup> and 7<sup>th</sup> October 2022 in the Neeld Community and Arts Centre. To consider any actions required. **(see attached) (to note) (For Decision)**
- m) **Wiltshire Operational Flood Group North.** A Flood Group Meeting was held on the 26<sup>th</sup> May 2022. The Council received an invitation to attend and to raise any local concerns. To receive any updates and any actions required. **(to note) (For Decision)**
- n) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on the 13<sup>th</sup> June 2022 at 7.00pm in the Neeld Hall, Chippenham. To receive any updates. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**
- o) **M4 Junction 17 Proposals.** The Council has been asked for views on proposals to improve Junction 17. **(see attached) (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) **Wiltshire Council Briefing Note 22-09.** The Council has received Briefing Note 22-09 in regards to the 5 Year Housing Land Supply and Housing Delivery Test. **(see attached) (to note)**
- s) **Wiltshire Council Briefing Note 22-10.** The Council has received Briefing Note 22-10 in regards to the Electric Vehicle Charging Strategy etc. **(see attached) (to note)**
- t) **Wiltshire Council Briefing Note 22-11.** The Council has received Briefing Note 22-11 in regards to the Solar Together Wiltshire homeowners group-buying scheme. **(see attached) (to note)**

- u) **Wiltshire Council Briefing Note 22-13.** The Council has received a Briefing Note in regards to Area Board Arrangements. **(see attached) (to note)**
- v) **Future Chippenham Judicial Review.** The Council has been notified that the High Court of Justice has found in favour of Wiltshire Council on all three counts. Work is now continuing to develop the Future Chippenham programme and prepare for a full public consultation on proposals later in the year. **(to note)**
- w) **Wiltshire Council Cost of Highway Works 22/23.** The Council has received an Information Sheet in regards to the latest costs/charges. **(see attached) (to note)**

**9. ANNUAL PARISH MEETING 2022:** The Annual Parish Meeting was held on Wednesday 1<sup>st</sup> June 2022 at 6.00pm. The Draft Minutes of the Meeting have been circulated. **(see attached) (to note)**

**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 27<sup>th</sup> July 2022.** However, Members will note that this is only 4 weeks away and they may wish to hold this on the 31<sup>st</sup> August 2022, the date scheduled and booked for a Planning Meeting. **(For Decision)**