

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

24th March 2022

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 30th March 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 Vines

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 26th January 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/2022/00243 – Works to a Listed Building
Proposed Part Roofing
Sheldon Manor, Sheldon Corner, Sheldon, Nr Chippenham, Wiltshire SN14 0RG
For Mr Antony Gibbs **(see online) (For Decision)**

b) 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 has not been consulted on this application that is within adjacent Parishes. However, Yatton Keynell Parish Council has advised that amended details have been submitted by the applicant that proposes alternative access arrangements to that originally proposed following agreement with Wiltshire Highways on the best route option. The proposal now is to use the A420 and B4039. Yatton Keynell has asked if the Council has any accident statistics for Allington Crossroads and Fowlswick Lane Crossroads as published statistics do not record every incident.

The applicant made representations to Kington St Michael Parish Council recently and advised that particularly during the construction phase properly controlled diversion routes will be in place as part of any planning permission given. A member of the public highlighted the fact that Allington Lane could become a "rat run" as Sat Nav and local knowledge will show/advise on short cuts defeating the official diversions.

It is recommended that the Council submit comments raising the concerns to ensure that the matter is addressed and to offer Yatton Keynell any knowledge held. **(For Decision)**

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/2021/11152 – 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 **Approved with Conditions 23rd February 2022**
- b) PL/2021/06317 – Full Planning Permission
Proposed Single-Storey Extensions and Alterations along with Conversion and Amalgamation of Existing Garage and Outbuilding, with Revised Access Configuration, Landscaping and Associated Works
Lanhill Cottages, Lanhill, Chippenham SN14 6LY
For Mr & Mrs D Taraskevics **Approved with Conditions 18th March 2022**
- c) PL/2021/07117 – Listed Building Consent
Proposed Single-Storey Extensions and Alterations along with Conversion and Amalgamation of Existing Garage and Outbuilding, with Revised Access Configuration, Landscaping and Associated Works
Lanhill Cottages, Lanhill, Chippenham SN14 6LY
For Mr & Mrs D Taraskevics **Approved with Conditions 18th March 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)**

Information Commissioner Data Protection Registration 22/23	£ 40.00
Chippenham Rugby FC. Hire of Pavilion 26 th January 22. Inv 973	£ 24.00
Clerks Expenses Mr V A Vines Year 2021.2022 Claim Form 18.03.21	£ 868.57
Clerks Net Salary Mr V A Vines Year 2021-2022 Claim Form 18.03.21	£ 2,813.00
Clerks HMRC Year 2022-2022 PAYE	£ 703.24

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

Church Notice Board Co. Notice Board Inv 9822 Cheque No 100141 £ 600.00**
** 50% deposit with order.

- 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 February 2022	£ 22,247.86
HSBC Account No. 41561782	17 th February 2022	£ 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 scheduled for 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)**
- i) Pursuant to Minute 062/21 (c). At the last Meeting, Cllr Mrs L Selman raised the issue of a sunken highway gully in Frogwell Lane that was not only a concern for highway safety but also a noise nuisance. To receive any updates.

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 ordered. **(see attached)** Delivery date is to be confirmed. There is a need to seek associated installation costs from a local contractor to install the Jubilee bench and notice board. **(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. 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. **(to note) (For Decision)**
- b) **The Longstone – A420.** Pursuant to Minute 064/21 (b). The Clerk was instructed to write to all interested parties informing them that the Council no longer required their assistance and that Cllr P Reynolds would now arrange to carry out the works. This instruction was not progressed as within days of the Council Meeting responses began to be received from interested parties reflecting the importance of the asset and legal, health and safety matters. These included the requirements of Wiltshire Highways in regards to the appointed contractors having Street Works Accreditation and public liability insurance, underground utility information abilities and contractors traffic management experience. The Council was also advised that there was a need to seek Listed Building Consent. It became obvious that the Council could not proceed as decided without the legal approvals in place that could be a protracted process and that the Council would need to secure a qualified Consultant with historic structure/building knowledge to move the project forward. Historic England suggested some national bodies that might provide funding and of course there is the Area Board and CATG.

The Council will need to review the project, consider how the project will be managed, consider the financial implications, including grant opportunities, consider the appointment of a Consultant to assist and generally agree how they wish to proceed to ensure there is no criticism from others. **(For Decision)**

- c) **Community Transport Group (CATG).** To receive any updates since the last Council Meeting and any actions required. CATG met on the 22nd February 2022. The Notes of the Meeting have been circulated and are attached again. The CATG A420 Scheme contribution has not been increased and will be £625.00. **(see attached) (For Decision)**
- d) **Parish Council Database.** To receive any updates since the last Council Meeting. The Neighbourhood Plan Consultation allowed interested parties to indicate if they wished to be on the database. **(to note) (For Decision)**
- e) **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 delivered. There are various national projects/schemes being promoted, including The Green Canopy tree planting project and also a chain of Beacons to be lit at 9.15pm on 2nd June 2022. There was a suggestion that a, bring your own, tea picnic/party be arranged. The Council has agreed a budget of £1,000.00 to support the event. To receive any further updates. **(to note) (For Decision)**
- f) **CPRE Wiltshire Best Kept Village Competition 2022.** Advance notification of this years Competition was received in January. This included a request from the Editor of Wiltshire Voice for views on why more Parishes did not enter the Competition. Subsequently, the invitation to enter the Competition has been received. Entries need to be made by Friday 22nd April 2022. To consider entry. **(see attached) (For Decision)**
- g) **Chippenham Neighbourhood Plan.** The Council has received notification of the Regulation 14 Consultation. Timescale for comments is from 28th February 2022 to 12th April 2022. The Council will wish to consider the Draft Plan and submit comments within the timescale. The Consultation is online and the information has been circulated. **(For Decision)**

- h) **Wild about Wiltshire.** Wiltshire News-10th February 2022. The Council received a Newsletter from Wiltshire Council that advised of the "Wild About Wiltshire" initiative. It also provided the 2022 grass-cutting schedule and raised the possibility of attending a number of virtual meetings with the Wiltshire Council Streetscene Portfolio Holder and Officers. A Wiltshire News 18th March 2022 has now been received providing updates following the virtual meetings. To consider any actions. **(see attached) (For Decision)**
- i) **A350 Chippenham Bypass.** Pursuant to Minute 064/21 (t). The Council had been notified of the proposals for the dualling of the remaining single carriageway sections. Potential start date being 2024 with completion 2025. The Council could take the opportunity of raising related A350 improvements with Wiltshire Highways and their Agents and need to consider what would be most beneficial for the Parish. A non-committal opportunity was taken for an exchange of views with the Rugby Club and other interested parties and an update can now be given by Cllr H Ham who attended.. The Council may wish to consider a long-term strategy and argue the position. **(see attached) (For Decision)**
- j) **Meeting Venue.** Pursuant to Minute 064/21. The Council has agreed that The Pavilion, Allington Fields is suitable as a permanent Council Meeting venue. The Clerk has booked all dates until the Council Annual Meeting (25th May 2022) when the Council will set their next 12 month Calendar of Meetings. Initially the General Manager of the Rugby Club indicated the cost of the facility. However, it has been suggested that a donation be made to the Rugby Club instead. There is a need to consider and agree the donation figure and the terms that apply. **(For Decision)**
- k) **Keep Britain Tidy – Great British Spring Clean 2022.** The Council has received notification and information regarding this year's event/s period 25th March – 10th April 2022. Some neighbouring Councils have taken up the offer of help from The Downs Gospel Trust, Kington Langley whose volunteers, as part of an outreach team, have provided equipment and assistance. To consider any actions required. **(see attached) (For Decision)**
- l) **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. It may well be that the "Wild about Wiltshire" grass-cutting schedule earlier in the Agenda has superceded previous guidance. It is suggested that the Council write again asking for an updated Wiltshire Council Policy. **(to note) (For Decision)**
- m) **Wiltshire Operational Flood Group North.** A Group Meeting was held on the 17th March 2022 at 9.30am. The Council received an invitation to attend and to raise any local concerns. The Microsoft Teams link was circulated. **(to note)**
- n) **Wiltshire Council Briefing Note 22-05.** The Council received Briefing Notes 22-02 and 22-04 in regards to possible Waste Collection Services industrial action. These have now been updated. **(see attached) (to note)**
- o) **Community Policing.** The Council has received details of the updated Community Policing Model, Policing Teams and Contact information. **(see attached) (to note)**
- p) **Allington Action Group.** To receive any reports and updates since the last Council Meeting. **(to note)**
- q) **WiltshireOnline – High Speed Broadband – Gigaclear.** To receive any reports and updates since the last Council Meeting. **(to note)**
- r) **Allington Lane reinstatement/signage.** To receive any reports and updates since the last Council Meeting. **(to note)**
- s) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 14th March 2022 at

7.00pm. To receive any updates. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**

- t) **Community Infrastructure Guidance (CIL).** The Council has received the updated Guidance for Year 2022. **(see attached) (to note)**
- u) **Briefing & Action Note.** Following the last Council Meeting it was clear that there was a requirement for all Council Members to be reminded of decisions taken at any Meeting and previous decisions that were relevant, as it appeared that Council Draft Minutes containing all decisions made, issued shortly after Meetings were inadequate. Consequently, a Note was prepared and circulated with the Draft Minutes of the 26th January 2022. The Clerk will follow this practice in future to avoid misunderstandings. **(see attached) (to note)**

9. ANNUAL PARISH MEETING 2022: The Annual Parish Meeting is scheduled for **Wednesday 27th April 2022 at 7.30pm.** There is a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year. The Council may wish to alter the date to gain maximum publicity through a Newsletter and other means. The Agenda and venue needs to be agreed. **(For Decision)**

There needs to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2022-2023 information. It is likely that this will be the first face-to-face Annual Parish Meeting since Covid-19 restrictions were required. The opportunity should be given for Reports from Local Organisations and Groups, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda can be flexible and is in the hands of Parishioners in attendance. As a starting point the Council can suggest some Agenda items that might be appropriate in this instance and they could cover:

- a. Keep Britain Tidy – Great British Spring Clean (Litter Pick)
- b. Community Safety/Neighbourhood Watch/Emergency Plan
- c. Traffic Speeds
- d. Covid-19 – Impact on the Parish
- e. Parish Database-Communications
- f. Queen's Platinum Jubilee Celebrations
- g. Neighbourhood Plan
- h. Rights of Way – Footpath maintenance – Community Warden

To consider and agree the Agenda and arrangements for the Annual Parish Meeting **(For Decision)**

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 the Annual Council Meeting and the next Council Meeting is scheduled for **Wednesday 25th May 2022 at 7.15pm.** However, a Planning Meeting is scheduled for the 27th April 2022, prior to the Annual Parish Meeting, should there be business to conduct.