

# CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

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25<sup>th</sup> July 2019

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 31<sup>st</sup> July 2019** commencing at **7.45pm** at **St Peter's Church, Lordsmead, Chippenham**.

Yours faithfully,

*Vivian Vines*

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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)**
  - a) Parish Council Annual Meeting held 29<sup>th</sup> May 2019 (see attached Draft Minutes)
  - b) Parish Council Meeting held 29<sup>th</sup> May 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) 19/06775/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 **(see online) (For Decision)**

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

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 **(see attached) (For Decision)**  
Sutton Benger Parish Council. Demystified Planning Training. Inv. PT/003 £ 45.00
- b) To note any receipts received. There have been none. **(to note)**

**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 Working Group met on the 17<sup>th</sup> July 2019 in Devizes Corn Exchange SN10 1HS. The Agenda was circulated. A further Meeting is scheduled for 16<sup>th</sup> October 2019 in St Margaret's Hall, Bradford on Avon. **(to note)**
- d) Wiltshire Council - Briefing Note No 19-017. The Council has received a Briefing Note in regards to the Salisbury Central Area Framework. **(see attached) (to note)**
- e) Police Community Support Officer. The Council has been notified that the new Police Community Support Officer for the Chippenham Rural Area is PCSO 8235 Charlotte Windle, who is based at Monkton Park Police Station, Chippenham SN15 1ER. Tel 101 ext 38235 email [charlotte.windle@wiltshire.pnn.police.uk](mailto:charlotte.windle@wiltshire.pnn.police.uk) **(to note)**
- f) Gully Cleansing. 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)**
- g) Wiltshire Council - Briefing Note No 19-018. The Council has received a Briefing Note in regards to the Substantive Highways Scheme Fund for 2020/21 with Area Boards to submit bids by Friday 9<sup>th</sup> August 2019. **(see attached) (to note)**
- h) Member Training. The Kington St Michael Parish Council has agreed to host a Member Training Session as a requirement for the Council Award Scheme. Neighbouring Councils have been advised to offer the session to additional attendees. No further details are available at the present time. To consider attendance. **(For Decision)**
- i) Neighbouring Planning Surgery. Wiltshire Council invited Neighbourhood Planning Groups to Surgery Sessions and a Presentation on Tuesday 16<sup>th</sup> July 2019. To receive any updates from Council attendees. **(to note)**
- j) Chippenham CATG. The Transport Group met on the 25<sup>th</sup> June 2019. Notes of the Meeting have been circulated as an Area Board Agenda item. **(attached by email only as 39 page document) (to note) (For Decision)**
- k) 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. **(to note)**

- l) PEAS. Wiltshire Council has requested that Parish Councils consider their winter emergency stock and equipment. Reference is made to the need to have an active Flood or Snow Plan (Emergency Plan). The matter was deferred at the last Meeting. **(see attached) (For Decision)**
- m) Wiltshire Local Plan Review shaping plans to 2036. The Council received an invitation to a Consultation Event to be held on Wednesday 17<sup>th</sup> July 2019. To consider any updates from Council attendees, **(to note) (For Decision)**
- n) Community Governance Review. Wiltshire Council has 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. Timescale for comment is by October 2019 and the Council could consider any views at their 25<sup>th</sup> September 2019 Meeting. **(see attached) (Guidance attached by email only as 54 page document) (For Decision)**
- o) Licensing Act 2003 Consultation. Wiltshire Council Public Protection has consulted the Council on changes to their Licensing Policy. Timescale for comments is 7<sup>th</sup> August 2019. **(see attached) (Draft Statement attached by email only as 48 page document) (For Decision)**
- p) Planning Demystified Training Day – Saturday 15<sup>th</sup> June 2019 in Sutton Benger Village Hall. The session was organised by Sutton Benger Parish Council. To consider any updates and comments from Council attendees. **(to note)**
- q) The Big Get Together. The Council has been notified that the event takes place on Saturday 7<sup>th</sup> September 2019 10am-1pm at the Neeld Community & Arts Centre. **(see attached) (to note)**
- r) Allington Lane reinstatement/signage. To receive any reports and updates since the last Council Meeting. **(to note)**
- s) Milestone Plaque. To receive any reports and updates since the last Council Meeting. **(to note)**
- t) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
  - i) To note that an Area Board Meeting was held on Monday 3<sup>rd</sup> June 2019 in Café Spero, Wood Lane, Chippenham. A further Meeting was held on Wednesday 17<sup>th</sup> July 2019 in Sutton Benger Village Hall SN15 4RP. This was intended to be a joint Meeting with the Community Area Parish Forum. The Big Open Blue Bus was in attendance. To receive any updates from Council attendees. Draft Minutes of both Meetings have been published and the next Meeting is scheduled for Monday 7<sup>th</sup> October 2019 in The Neeld Hall, 7.00pm for 7.30pm start. **(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 19<sup>th</sup> June 2019 in Stanton St Quintin Village Hall. The Guest Speaker was Diane Ware, the Principle Highways Technical Maintenance Officer, Wiltshire Council. Notes of the Meeting have been circulated. To receive any updates from Council attendees. The Forum agreed that there was a need for a September meeting, which has since proved impractical and it will now take place on Wednesday 23<sup>rd</sup> October 2019 at 7.30pm in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. **(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)**
- u) SW Ambulance Trust Defibrillator Training. Arrangements have been made to hold the Annual Training on Wednesday 30<sup>th</sup> October 2019 at 7.45pm in St Peter's Church Meeting Room. The attendance last year was poor and the Council has offered the training session to neighbouring Councils who could benefit from any knowledge gained. Councils will be reminded nearer the time to gauge numbers. **(to note)**
- v) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager for the northern Wiltshire area has visited the Council. To receive any reports and updates since the last Council Meeting. **(to note)**
- w) Wiltshire Council - Briefing Note No 19-019. The Council has received a Briefing Note in regards to the Polling District and Polling Place Review Consultation Timescale for response is given as 9<sup>th</sup> September 2019. **(see attached) (For Decision)**

- x) Wiltshire Council - Briefing Note No 19-020. The Council has received a Briefing Note in regards to their Ofsted Report (July 2019). **(see attached) (to note)**
- y) Wiltshire Council Chippenham Community Engagement Manager. Mr Oliver Phipps (Ollie) has written to Parish Councils to advise that he is "happy to attend a Parish Council Meeting to introduce himself to Councillors and to talk about any way he could support the Council's endeavours". **(For Decision)**
- z) NALC Policy E-Briefing PC8-19 – Draft Data Sharing Code of Practice. WALC had advised that a Consultation is taking place on the Information Commissioner's update of the original code published in 2011. NALC seeks the sector's views. Timescale for comment is Friday 16<sup>th</sup> August 2019. **(see attached) (For Decision)**
- aa) Wiltshire Search and Rescue. The Council has received a letter from the Charity and has been invited to support the Charity fundraising. **(see attached) (For Decision)**
- bb) Post Office Network. It is reported that the Government plans to end its subsidy of the Post Office Network in 2021. There are warnings of thousands of Post Office Branches being lost over the next 12 months. The National Federation of Sub-Postmasters has branded the potential loss of services to rural areas as "catastrophic". To note and consider any actions the Council may wish to take. **(For Decision)**

## 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. Cllr H Ham has suggested that the Council form a Parish Hall Committee/Working Party to consider in advance the provision of a Parish/Community Hall. **(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. The suggestion has been made that the website should be able to provide more community information. **(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. The Council received an invitation to attend the Wiltshire Neighbourhood AGM held on 13<sup>th</sup> July 2019 at Wiltshire Police Headquarters. The Agenda and related papers were circulated. **(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 12<sup>th</sup> June, 10<sup>th</sup> July and the next is scheduled for 11<sup>th</sup> September 2019. **(For Decision)** To note receipt of (Cllr Wayman's) Local Highways July 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. **(For Decision)** The Council has been copied in to an Email from a Mr Nigel Strange to Wiltshire Council Highways in regards to the A420 Verge maintenance. **(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 25<sup>th</sup> September 2019**. However, Members should note that **Wednesday 28<sup>th</sup> August 2019** is scheduled for a Planning Meeting and Notice will be given if this Meeting is required.