

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

26th August 2022

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 31st August 2022** commencing at **7.15pm** at 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

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
 - a) Annual Council Meeting 29th June 2022. **(see attached Draft Minutes) (For Decision)**
 - b) Full Council Meeting 29th June 2022. **(see attached Draft Minutes) (For Decision)**
4. **RESIGNATION OF COUNCIL MEMBER:**

At the last Council Meeting notification was given by Cllr Paul Reynolds that he wished to resign from the Parish Council with immediate effect. Minute 020/22 (ii) refers.

The resignation created a Council Vacancy. There was a need to advise Wiltshire Council of the resignation and following proper process Wiltshire Council advertised that a Vacancy existed. Being no request from Registered Electors within the required timescale for an Election to be called, Wiltshire Council has now given authority for the Parish Council to co-opt an eligible person to serve until the next Council Elections scheduled for May 2025.

To consider and to agree how the Council wishes to fill the Vacancy. **(see attached) (For Decision)**

5. 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/2022/06051 – Removal/Variation of Conditions
Variation of Condition 2 and Removal of Condition 4 of PL/2021/10714 (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)**

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

- a) 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 **Approved with Conditions 12th July 2022**
- 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 **Approved with Conditions 11th August 2022**

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

6. 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)**

There are no invoices to pay at the time of publication of the Agenda. **(to note)**.

- b) To note invoices paid since the last Council Meeting

There have been no payments made. **(to note)**

- c) To note any receipts received

There have been no receipts. **(to note)**

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

| | | |
|--|------------------------------|-------------|
| HSBC Account No. 41561774 | 17 th August 2022 | £ 14,163.19 |
| HSBC Account No. 41561782 | 17 th August 2022 | £ nil |
| Sandtander Business Account No 38233118 | 24 th April 2022 | £ 37,188.42 |
| Sandtander Business Bond Account No 00008195 | 5 th April 2022 | £ 61,619.83 |

- e) Bank Account Balance Transfer

To consider and agree to transfer £12,000.00 from the Santander Business Account to the HSBC Account to allow working funds for year 2022/2023. Council Members are aware that when the Parish Precept is received from Wiltshire Council, it is deposited in the Santander Account and it is normal practice to transfer funds to the HSBC Account. **(For Decision)**

7. 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 provided their calendar of visit dates as being 6th July, 3rd August and 31st August 2022. The dates for the next 6 month period will be advised when available. **(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. The Council is advised that it is still possible to collect 1 Tonne bulk salt/grit bags if required. **(For Decision)**

8. STANDING ITEMS:

- a. Notice Boards: To raise general issues and to receive any updates. **(For Decision)**
- b. Emergency Planning: To consider Emergency Planning issues within the Parish. **(to note) (For Decision)**
- c. Flooding/Drainage: To consider general flooding and drainage matters within the Parish. **(to note) (For Decision)**
- d. Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. **(to note) (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)**

9. 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 074/21 (b). To receive and note any reports and updates. **(to note) (For Decision)**
- c) **Parish Council Database.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- d) **Queen’s Platinum Jubilee 2022 Celebration Bench.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- e) **Wild about Wiltshire.** Pursuant to Minute 018/22 (g). To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- f) **Parish Entrance Gates.** To receive any updates since the last Council Meeting. The Council confirmed the final design, wording and rosette as required and an order was placed. The Council has agreed a budget of £1,000.00 for the project. This has proven inadequate to cover purchase and installation costs. In the circumstances it is recommended that the budget figure be increased to £2,000.00. **(to note) (For Decision)**
- g) **Litter Bins.** Pursuant to Minute 018/22 (j). The Council agreed to consider the issue of the replacement and possibly additional provision of litter bins. To receive any updates since the last Council Meeting. **(see attached) (For Decision)**
- h) **Wiltshire Operational Flood Group North.** A Hybrid Flood Group Meeting was held on the 21st July 2022. The Council received an invitation to attend and to raise any local concerns. To receive any updates and any actions required. The Council will be notified of the next Meeting date when scheduled **(to note) (For Decision)**
- i) **St John Ambulance.** The Council has received a request for financial support towards the funding of a new Community Support Vehicle. **(see attached) (For Decision)**
- j) **Wiltshire Citizens Advice.** The Council has received a request for financial support towards the funding of the service. **(see attached) (For Decision)**
- k) **South West NHS Ambulance Trust.** Pursuant to Minute 022/22 (i). The Council paid the 12 month contract renewal at the last Meeting and wished to review the inspection, replacement and maintenance requirements of the defibrillator lease arrangements. Of particular interest was the age of the defibrillators having been in-situ for nearly 6 years. The original package leases were for 4 years. Upon renewal the Council proposed, to ease cash flow, that the leases would be renewed but paid on a yearly basis. Although not normal practice the NHS Trust agreed to this as the packages were in-situ and no capital costs to them were involved. They indicate that the Council can/could terminate the arrangement at the end of the 12 month period although this would mean the removal of the installations and the Council would need to make other arrangements, including maintenance costs etc. The Warranty of each existing defibrillator is 8 years. After this, providing the packages are still required, the defibrillators are replaced by new ones. Daily inspection, as originally agreed, is intended to be carried out by local volunteers simply checking that the power supply is working and a simple overseeing that the defibrillator is in-situ and available. Any loss, visual damage, replacement pads required etc etc is to be reported to the local NHS Trust Responder who ensures swift response. In addition if and when the local NHS Trust Responder passes by both sites there is a quick check to see if all is in order. In reality the Parish Council hosts the defibrillators and visually inspects that they are in a workable condition and available for emergency use. **(to note) (For Decision)**
- l) **Wiltshire Council Chippenham Climate & Ecological Emergency Forum.** A “Community Conference” is arranged for the 6th and 7th October 2022 in the Neeld Community and Arts Centre. Booking forms have been circulated. **(to note)**
- m) **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 26th July 2022 at the Wiltshire and Swindon History Centre, Chippenham. The

date of the next Meeting is scheduled for 4th October 2022 at 10.00am at a venue to be confirmed. **(to note)**

- n) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board last met on the 13th June 2022 at 7.00pm in the Neeld Hall, Chippenham. To receive any updates. The next Area Board Meeting is scheduled for Monday 26th September 2022 at 7.00pm at Yatton Keynell Village Hall, Biddestone Lane, Yatton Keynell. The Council has been made aware that Mr Ollie Phipps, the Community Engagement Manager, has now left Wiltshire Council. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**
- o) **Wiltshire Council - Briefing Note 22-16.** The Council has received a Briefing Note in regards to the Wiltshire Council's new Streetscene contract with Idverde Limited. **(see attached) (to note)**
- p) **Community First AGM.** The Council has received an invitation to attend the Community First AGM to be held on Wednesday 12th October 2022, 5.30-7.30pm in Devizes Town Hall. **(see attached) (to note)**
- q) **CPRE Wiltshire AGM.** The Council has received an invitation to attend the CPRE Wiltshire AGM to be held on Thursday 22nd September 2022 at 6.30pm in the Corn Exchange, Devizes. **(see attached) (to note)**
- r) **Wiltshire Council - Briefing Note 22-18.** The Council has received a Briefing Note in regards to the Wiltshire Community Governance Review, commencing 19th August 2022. On this occasion there are no implications for the Parish, unless neighbouring Parishes make representations that could affect Parish Boundaries. **(see attached) (to note)**
- s) **Wiltshire Council - Briefing Note 22-19.** The Council has received a Briefing Note in regards to the Wiltshire Community Governance Review – Stage 3. On this occasion there are no implications for the Parish as they relate to the Calne and Malmesbury areas. **(see attached) (to note)**
- t) **Allington Action Group.** To receive any reports and updates since the last Council Meeting. **(to note)**
- u) **Allington Lane reinstatement/signage.** To receive any reports and updates since the last Council Meeting. **(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 28th September 2022**. However, Members will note that this is only 4 weeks away and they may wish to hold this on the 26th October 2022, the date scheduled and booked for a Planning Meeting. **(For Decision)**

PART 2 AGENDA

As the following Item relates to Confidential Matters, in accordance with Chippenham Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it is considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting and that they are instructed to withdraw.

- a) To consider Parish Council matters