

# CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

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22<sup>nd</sup> March 2019

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 27<sup>th</sup> March 2019** commencing at **7.45pm** at **St Peter's Church, Lordsmead, Chippenham**.

Yours faithfully,



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.  
Apologies have been received from Wiltshire Councillor H Greenman
- 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 30<sup>th</sup> January 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)



- i) Wiltshire Council - Briefing Note No 19-004 – The Council has received a Briefing Note in regards to the Final Stages of the Draft Wiltshire Housing Site Allocations Plan. **(see attached) (to note)**
- j) Wiltshire Council - Briefing Note No 19-005 – The Council has received a Briefing Note in regards to Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line. **(see attached) (to note)**
- k) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager for the northern Wiltshire area recently updated the Dauntsey Parish Council (Malmesbury Community Area) on progress and the next stages. No contact had been made with this Parish Council and others within the Chippenham Community Area and following concerns the matter was taken to the Parish Forum for discussion, particularly in regards to overall management responsibility, nuisance and reinstatement works. Although welcoming the much-needed project all Parishes have become concerned at the potential interruption during the works and damage caused and particularly the responsibility of management of the contract and reinstatement works. **(For Decision)**
- l) Healthwatch Wiltshire. A grants scheme for health and wellbeing projects has been launched to enable local groups to apply for up to £2,000.00 to start projects that make a difference in their local community. The deadline for applications is Friday 29<sup>th</sup> March 2019. More details and the application forms are available at [www.healthwatchwiltshire.co.uk/community-cash-fund.html](http://www.healthwatchwiltshire.co.uk/community-cash-fund.html) **(to note)**
- m) Wiltshire Neighbourhood Watch. The Neighbourhood Watch Scheme has been resurrected across the whole of Wiltshire. Areas are based upon the corresponding Community Policing Team area. The Chippenham Community Area is therefore within the Wiltshire North Community Policing Team area that also includes Corsham, Malmesbury and Royal Wootton Bassett. The WNHW Committee Member for the area is Mike Brandwood, who can be contacted at [mike.brandwood@wiltshirenhw.org](mailto:mike.brandwood@wiltshirenhw.org). WNHW has a new, user friendly, website that includes a Post Code Search facility that allows the public to find NW Schemes that are in existence. A problematic task for the resurrected Wiltshire Scheme is the identification of existing Schemes that may still be running or have ceased and could possibly be resurrected. There is a general feeling that NW Schemes have declined following the introduction of Community Messaging. The new website allows people to sign up for regular NW updates and provides information to support the vision of NW and can be reached at [www.wiltshirenhw.org](http://www.wiltshirenhw.org). There is a need to raise awareness of community safety and WNHW is part of a national network of Schemes. To spread the word WNHW suggest that Parish Councils should include a Community Safety agenda item, or an item of a similar nature to highlight the local issues and to gain more community volunteers to help any appointed local coordinators. Outdated blue Police helmet signage and window signs have been replaced with modern signage with metal signs with fixings costing £30 each, but it is possible to purchase vinyl overlays at £5 each that stick over the existing metal signs. All these details and much more can be found on the WNHW website. Wiltshire Police has now funded a part time officer to assist NW. There is now a national initiative of Citizens in Policing Strategy. Put simply the NW Scheme is about bringing together neighbours and the Police to create areas where crime and antisocial behaviour is less likely to happen so that people are less likely to be afraid or isolated wherever they live. **(to note) (For Decision)**
- n) Wiltshire Council - Briefing Note No 19-007 – The Council has received a Briefing Note in regards to a discretionary Retail Rate Relief Scheme for the High Street. **(see attached) (to note)**
- o) Wiltshire Council - Briefing Note No 19-008 – The Council has received a Briefing Note in regards to the Community Led Housing Project. See also Agenda Item 8 (h). **(see attached) (to note)**
- p) Data Protection Registration. The Council has received renewal information from the Information Commissioner's Office. The Council is legally required to register under the Data Protection Act 1998 and needs to renew the registration every year. As a Public Authority with less than 10 members of staff the cost is £40.00. **(to note)**
- q) Member Training. The issue of continuous Member Training is highlighted as a requirement for the Council Award Scheme. Over the last year Members have been invited to attend sessions organised by neighbouring Councils. Training Sessions are usually provided through the WALC Training Officer and there is an optimum number to fund a successful session. If all Council Members agreed to attend a session then there would still be a need to seek additional attendees. The Kington St Michael Parish Council has recently agreed to host a WALC Training Session in their Village Hall. Their

Clerk is seeking costs involved and dates available and they invite the attendance of adjacent Parish Council Members who may wish to take advantage of the Training Session and share the costs involved. **(For Decision)**

- r) Chippenham Neighbourhood Plan - Period until 2036 The Council has been consulted as a stakeholder in the initial public engagement phase. There is an online survey with feedback enabling the Steering Group to develop a Vision for the Neighbourhood Plan. The survey was live until Friday 22<sup>nd</sup> March 2019. **(see attached) (For Decision)**
- s) Town and Parish Council Training and Networking Day. Wiltshire Council has invited each Council (max 2 representatives) to the event to be held on Thursday 9<sup>th</sup> May 2019 in the Guildhall, Salisbury – 9.30am to 3.45pm. To consider attendance. **(see attached) (For Decision)**
- t) 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)**
- u) Allington Lane reinstatement/signage. To receive any reports and updates since the last Council Meeting. **(to note)**
- v) Milestone Plaque. To receive any reports and updates since the last Council Meeting. **(to note)**
- w) Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum
  - i) To note that an Area Board Meeting took place on Monday 25<sup>th</sup> March 2019 at Monkton Park Council Offices and included a Cyber Crime Workshop. **(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 took place on Wednesday 20<sup>th</sup> February 2019 in The Union Chapel, Kington Langley the Guest Speaker was from Wiltshire Neighbourhood Watch. The next Forum Meeting is scheduled for Wednesday 17<sup>th</sup> April 2019 in Biddestone Village Hall at 7.30pm. **(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)**
- x) Working in Partnership. Wessex Water & SSEN has invited the Council to an event to promote a working partnership to support customers in vulnerable circumstances to be held on Thursday 9<sup>th</sup> May 2019 at Wessex water Operation Centre, Bath 10.00am to 3.00pm. To consider attendance. **(see attached) (For Decision)**
- y) New Premises Licence Application-Chippenham Rugby Club. Wiltshire Council has consulted the Council on a Licence application. To consider and agree a Council response. **(see attached) (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 **(to note)**
- b) Notice Boards: To receive any reports and updates since the last Council Meeting. **(to note)**
- c) Insurance: To receive any reports and updates since the last Council Meeting. **(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. **(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 Scheme. To consider general issues and Parish communications, including the appointment of a Neighbourhood Watch Coordinator. **(For Decision)**

## **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's existing Work Sheet is attached. The Council is advised that the Parish Steward will visit on the 3<sup>rd</sup> April 2019. **(see attached) (For Decision)** To note receipt of (Cllr Wayman's) Local Highways January 2019 Newsletter. **(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)**

## **9. ANNUAL PARISH MEETING 2019:** The Annual Parish Meeting is scheduled for Wednesday 24<sup>th</sup> April 2019 at 8.00pm in the St Peter's Church Meeting Rooms.

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 2019-2020 information. The opportunity should also be given for Reports from Local Organisations, 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. Examples being: Community Speedwatch, HGV restrictions and a presentation from the Neighbourhood Plan Steering Group on progress.

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 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.

## **11. DATE OF NEXT MEETING:** The date of Annual Council Meeting to be followed by the next Council Meeting is **Wednesday 29<sup>th</sup> May 2019 at 7.45pm**. However, Members should note that **Wednesday 24<sup>th</sup> April 2019** is scheduled for a Planning Meeting at 7.45pm and Notice will be given if this Meeting is required.