

# CHIPPENHAM WITHOUT PARISH COUNCIL

[www.chippenhamwithoutparishcouncil.gov.uk](http://www.chippenhamwithoutparishcouncil.gov.uk)

20<sup>th</sup> March 2024

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 25<sup>th</sup> March 2024** commencing at **7.15pm** in 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 SLCC  
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) Full Council Meeting 29<sup>th</sup> January 2024. **(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)

There are no 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) **Payments to make** To consider and approve any payments required **(see attached) (For Decision)**

Clerks Expenses Mr V A Vines Year 2023.2024 Claim Form 20.03.24	£ 1,128.27
Clerks Net Salary Mr V A Vines Year 2023-2024 Claim Form 20.03.24	£ 2,813.00
Clerks HMRC Year 2023-2024 PAYE	£ 703.24
Chippenham RFC Room Hire 23/24 £24 x 7 meetings	£ 168.00
Information Commissioner GDPR Registration 24/25	£ 40.00

- b) **Payments made since last Meeting** To note the following invoice/s have been paid since the last Council Meeting. **(see attached) (to note)**

Carer Support Wiltshire. Section137 Grant (minute 064/23 (I) refers)	£ 100.00
Steve Innes Plant Hire. Entrance Gates etc. Inv 007/24 13.03.24	£ 1,200.00

- c) **Receipts** To note that there have been no receipts since the last Council Meeting. **(to note)**

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

HSBC Account No. 00000074	17 <sup>th</sup> February 2024	£ 12,291.55
HSBC Account No. 00000082	17 <sup>th</sup> February 2024	£ nil
Santander Business Account No 00000018	2 <sup>nd</sup> September 2023	£ 44,223.83
Santander Business Bond Account No 00000095	5 <sup>th</sup> April 2023	£ 61,613.83

- e) **Santander Bank Account/s - Chippenham** To receive any updates. **(to note)**

- f) **HSBC Bank Account/s - Chippenham** To receive any updates. **(to note)**

**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 visit dates for the whole of 2024 have been notified. The next visits are 25<sup>th</sup> March and 23<sup>rd</sup> April 2024. **(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) Installation of highway trash screens. Minute 062/23 (c) (i) refers. To receive any updates. **(to note) (For Decision)**

ii) Fowlswick Lane - B4039 Crossroads. Minute 062/23 (c) (ii) refers. To receive any updates. **(to note) (For Decision)**

iii) The Longstone A420 - B4039 Sliproad/Junction. Minute 062/23 (c) (iii) refers. To receive any updates. **(to note) (For Decision)**

**7. STANDING ITEMS:**

- a) Notice Boards: To raise general issues and to receive any updates. Minute 63/23 (a) refers. **(to note)**
- b) Emergency Planning: To consider Emergency Planning issues within the Parish. Minute 063/23 (b) refers. **(to note) (For Decision)**
- c) Flooding/Drainage: To consider general flooding and drainage matters within the Parish. Minute 063/23 (c) refers. **(to note) (For Decision)**
- d) Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. Minute 063/23 (d) refers. **(to note) (For Decision)**

- e) Parish/Community/Website/Newsletters/Social Media: To consider general issues and Parish communications, including communication between Elected Members. To consider timescales and material for the next edition of the Parish Newsletter. **(For Decision)**
- f) Parish/Community Hall: To consider future consultation, funding and planning issues generally. To consider any actions required. **(For Decision)**
- g) Insurance: To consider and agree necessary amendments. No updates are required **(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) 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 and any actions required. To consider if there is a need for the Steering Group to remain in existence or whether the Parish Council should now take the Neighbourhood Plan forward until there is a requirement for a review of the Plan. **(to note) (For Decision)**
- b) **The Longstone – A420.** To receive and note any reports and updates. **(to note)**
- c) **Parish Council Database.** To receive any updates. **(to note) (For Decision)**
- d) **Parish Entrance Gates.** To receive any updates. **(to note) (For Decision)**
- e) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 25<sup>th</sup> January 2024 in the Melksham Community Campus, although hybrid joining was available. The Council has been reminded, by the Wiltshire Council Flood Portfolio Holder, of the importance of Flood Plans and the work of the Flood Group. Amongst other things it was highlighted that identifying the need for reporting gullies for regular maintenance. To receive any further reports and updates and any actions required. See also Agenda item 7 (c). **(see attached) (to note) (For Decision)**
- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG met on the 25<sup>th</sup> January 2024. The Note Tracker from the Meeting has been received and circulated, together with the LHFIG Guidance Notes and Terms of Reference. For reference, dates for the next 12 months are given as 30<sup>th</sup> April, 25<sup>th</sup> July, 10<sup>th</sup> October 2024 and 9<sup>th</sup> January 2025. To consider any actions required. **(see attached) (to note). (For Decision)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on the 11<sup>th</sup> March 2024 at the Wiltshire & Swindon History Centre, Chippenham. To receive any updates. Future Meeting dates are scheduled for 10<sup>th</sup> June and 2<sup>nd</sup> September 2024. The Parish Forum met on the 21<sup>st</sup> February 2024 in the Kington St Michael Village Hall. To receive any updates. The next Parish Forum Meeting was scheduled for the 20<sup>th</sup> March 2024 at 7.00pm in the Stanton St Quintin Village Hall SN14 6DE. **(to note)**
- h) **Defibrillator Training Session.** There has been no change in circumstance since the last Council Meeting. **(to note)**

- i) **Wiltshire & Swindon Tree Warden Scheme.** Pursuant to Minute 053/23 (j). The matter was to be raised with the Parish Forum to consider the possibilities of a Group scheme. To receive any updates. **(to note) (For Decision)**
- j) **Wiltshire Council - Local Nature Strategy Recovery (January 2024).** The Council has been advised of the context, approach and next steps. The matter was to be raised with the Parish Forum. To receive any updates.**(see attached) (to note) (For Decision)**
- k) **Wiltshire Council - Briefing Note 23-34.** This item appeared on the last Agenda and is included as a reminder. The Council received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids were to be submitted by Friday 15<sup>th</sup> December 2023. **(see attached) \* It was agreed that as this was a yearly invitation the Council use the next 8 months (from November 2023) to consider proposals in readiness to submit.**
- l) **Wiltshire Council - Briefing Note 24-02.** The Council has received a Briefing Note in regards to the Wiltshire Septic Tank Upgrade Communications Campaign. **(see attached) (to note)**
- m) **Wiltshire & Swindon Prepared (LRF) – Emergency Contact Hub Scheme (ECHS).** The Council will recall that they joined the LRF. They are now ready to formally launch the ECHS and details are attached. To consider any actions required. **(see attached) (to note) (For Decision)**
- n) **Rural EV Charging.** The Council has received information regarding public electric vehicle chargers in rural areas. Details are attached. **(see attached) (to note) (For Decision)**
- o) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council has received the annual information on this Competition. A formal invitation to enter has been received. To consider any actions required. **(see attached) (to note) (For Decision)**
- p) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** Parish Councils have been advised that with changes in the targeted operating model, just commenced, all Neighbourhood Policing Teams in Wiltshire sit under Chief Inspector of Neighbourhood Policing, James Brain. His intention is to hold two NCPFs a year, one in April and another in November. The first of these is 1900-2030hrs on Wednesday 17<sup>th</sup> April 2024. These will not replace contact with local teams but will provide an opportunity to come together for him to provide updates. The Meetings will be split into two sections. The first being a presentation followed by questions and answers. The opportunity will exist for questions on the night but pre-submitted questions would be welcomed. The Meetings will be virtual using Microsoft Teams and with likely numbers he is looking for just one representative from each Parish Council. Queries and questions can be submitted to Inspector Peter Foster at [peter.foster@wiltshire.police.uk](mailto:peter.foster@wiltshire.police.uk) The link to the first NCPF has been provided. **(to note)**
- q) **Flood Warden Winter Newsletter-Winter 2024.** The Council has received the latest FloodWessex Newsletter from the Environment Agency. The contents are particularly important to this Parish. **(previously circulated) (to note)**
- r) **Wiltshire Council - Briefing Note 24-03.** The Council has received a Briefing Note in regards to the Wiltshire Community Governance Review-Consultation. Fortunately, the Parish is not involved on this occasion. **(see attached) (to note)**
- s) **Wiltshire Council - Briefing Note 24-04.** The Council has received a Briefing Note in regards to the Development of Cultural Strategy for Wiltshire. A public survey takes place between 19<sup>th</sup> February and 24<sup>th</sup> March 2024. **(see attached) (to note) (For Decision)**
- t) **Wiltshire Council - Briefing Note 24-05.** The Council has received a Briefing Note in regards to the Local Nature Strategy Recovery (LNRS). Agenda item 8 (j) also refers. **(see attached) (to note) (For Decision)**

- u) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council has received notification of a new interactive platform that helps people find out what life is like in their Community Area. There is a survey for feedback. **(see attached) (to note) (For Decision)**
- v) **Lime Down Solar Farm.** The Council has received details in regards to the Lime Down Solar Park stage 1 consultations in regards to land within North Wiltshire. **(see attached) (to note) (For Decision)**

**9. ANNUAL PARISH MEETING 2024:** The Annual Parish Meeting is scheduled for **Monday 29<sup>th</sup> April 2023 at 7.30pm.** There is a legal requirement to hold an Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> 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 2024-2025 information. 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. Tree Nursery Scheme
- e. Parish Database-Communications/Newsletters
- f. Neighbourhood Plan – future requirements
- g. Rights of Way – Footpath maintenance – Community Warden
- h. S W NHS Ambulance Trust Defibrillator Training Session

A copy of the Draft Minutes of the Annual Parish Meeting held on the 22<sup>nd</sup> May 2023 is attached for information. **(see attached)**

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 Annual Council Meeting and date of next Council Meeting is set for **7.15pm, Monday 27<sup>th</sup> May 2024.** However, Members should note that a Council Planning Meeting is scheduled for 29<sup>th</sup> April 2024, should this be required. This would be followed by the Annual Parish Meeting.

## **PART 2 AGENDA**

**As the following Items relate to Confidential Matters, in accordance with the 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) Community Engagement Process – Neighbourhood Plan.

In accordance with Appendix 2, a developer can seek the Council's views and guidance on a planning proposal within the Parish. The process is subject to the caveat that views expressed do not fetter the Council's consideration and decision on any subsequent planning application. **(see attached)**