

# CHIPPENHAM WITHOUT PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.15pm

The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ

**29<sup>th</sup> January 2024**

Present: Cllr H Ham (Chairman), Cllr M Brinkworth, Cllr S Eades, Cllr C Harford and Cllr M Muller.

Also Present: Wiltshire Councillor H Greenman and Mr V Vines MBE Clerk of the Council.

**NOTICE OF MEETING – Public Notice of the Council Meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

#### **PUBLIC QUESTION TIME**

There were no Questions raised.

#### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

Wiltshire Cllr H Greenman was pleased to report that following representations the Government's 5-year housing land supply requirement, often creating the tilted balance on planning applications, was to be reduced to 4 years. This was of significance in Wiltshire as they could comply with the 4-year figure. In addition the update requirements for Neighbourhood Plans was to alter. There was now some confusion as to whether planning decisions given by the Strategic Planning Committee, that had yet to be signed off, could now be re-considered. The Parish Council was likely to receive official news shortly. (Briefing Note 24-01 referred) He reminded the Council that the Parish Forum would meet on the 21<sup>st</sup> February 2024 and the Agenda was likely to include flood related matters and also an update on the Post Office Horizon scandal.

There were no further Reports received.

#### **056/23 APOLOGIES FOR ABSENCE**

All Council Members were in attendance.

#### **057/23 Declaration(s) of Interest – In accordance with Chippenham Without Parish Council's Code of Conduct (Adopted 24<sup>th</sup> November 2021) and Standing Orders (Adopted 26<sup>th</sup> January 2022)**

There were no Declarations of Interest.

#### **058/23 MINUTES** Members had been previously circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 27<sup>th</sup> November 2023. **Cllr S Eades proposed, seconded Cllr C Harford and RESOLVED UNANIMOUSLY**

#### **059/23 COUNCIL MEMBER VACANCY**

Following the resignation of a Council Member and proper procedure there had been no requirement to hold a Council Election. The Wiltshire Council had given authority for the Parish Council to fill the position by co-option. The Council had advertised the Vacancy and could co-opt an eligible person to serve until the next Council Elections scheduled for May 2025. Mr Michael Peter Muller had applied to the Council and following consideration **the Council agreed that** he should be co-opted. **Cllr M Brinkworth proposed, seconded Cllr C Harford and RESOLVED UNANIMOUSLY**

Cllr Michael Peter Muller was in attendance and signed his Declaration of Office and was welcomed to the Council.

#### **060/23 PLANNING**

**Planning Applications:** 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. There were no representations received.

- a) PL/2023/11077 – Works to a Listed Building  
Works propose to underpin (without change at ground level) a 20<sup>th</sup> century retaining wall to remove soil contamination from below the existing foundations following a recent oil spill  
Sheldon Manor, Sheldon Corner, Sheldon, Chippenham, Wiltshire SN14 0RG  
For Mr Antony Gibbs

Following consideration of the application **the Council resolved to raise no objections.**

**Cllr H Ham proposed, Cllr M Muller seconded and RESOLVED UNANIMOUSLY**

There were no further applications considered. **(noted)**

**Planning General:** The Council received notification of Planning Decisions received and other Planning related Matters.

- b) PL/2023/09610 – Notification of Tree Works in a Conservation Area  
Ash dieback safety works along road T1-Ash-Remove to hedge height T2-Ash and Elm- Remove to hedge height T3-Ash- Remove to hedge height  
Allington Grange, Allington, Chippenham, Wiltshire SN14 6LW  
For Mr James Harper  
**No objections from Wiltshire Council 18<sup>th</sup> December 2023**
- c) PL/2023/02941 – Full Planning Permission  
Proposed New Access to Chippenham Rugby Football Club from the A350 as part of the Proposed Dualling Process  
Chippenham Rugby Football Club, Frogwell, Chippenham, Wiltshire SN14 0YZ  
For Chippenham Rugby Football Club  
**Withdrawn by Applicant 21<sup>st</sup> December 2023**

Council Members commented that this had been disappointing news, as a delayed decision on the proposal would have a knock on effect on highway improvements generally. There was a need for continued liaison with the Rugby Club.

There were no further matters reported. **(noted)**

**061/23 FINANCE** The Council considered financial matters and received notification of receipts and payments

a) **Payments :** The Council considered and approved the following payment:

Black Nova Designs. Website hosting 24/25 12.01.24 Inv 19329 £ 100.80

b) **Payments since the last Council Meeting:** The Council **noted** that the following payment had been made since the last Council Meeting.

Black Nova Designs. Gov.UK domain registration 24.11.23 Inv 18694 £ 66.00

c) **Receipts:** The Council **noted** that there had been no receipts since the last Council Meeting.

d) **Bank Account Balance/s:** The Council noted the following balances: **(noted)**

HSBC Account No. 00000074 17<sup>th</sup> December 2023 £ 12,409.35

HSBC Account No. 00000082 17<sup>th</sup> December 2023 £ 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

The Council **agreed that** Bank Account Numbers in future would not be recorded in full. **Cllr M Muller proposed, Cllr M Brinkworth seconded and RESOLVED UNANIMOUSLY**

f) **Santander Bank Account/s - Chippenham:**

The Clerk updated the Council and as no progress had been made to date, the official complaint process had been initiated and a response had been received absolving blame. The Clerk had countered this and a further response was awaited. It was suggested that advice should be sought from Wiltshire Council. **(noted)**

g) **HSBC Bank Account/s - Chippenham**

The Clerk updated the Council and as no progress had been made to date the official complaint process had been initiated. The letter of complaint had been acknowledged and a decision was awaited. **(noted)**

## **062/23 HIGHWAY MATTERS**

a) **Parish Stewards Programme/ Requirements:** general issues for the Local Highway & Streetscene Community Team. Issues still needed to be reported by Council Members to Cllr C Harford, the Council's Link Member and also by the MyWiltshireApp system. Parish Steward visit dates for the whole of 2024 had now been received. The next three months were 22<sup>nd</sup> February, 25<sup>th</sup> March and

23<sup>rd</sup> April 2024. Cllr C Harford advised that the Steward had been unable to attend as scheduled on the 23<sup>rd</sup> January 2024. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. There was a need for a Licensed contractor to install posts on verges. It would be possible for the Parish entry gate contractor to complete this work. There was a need to ascertain the present position regarding links between Chippenham Town and the Parish originally included in the draft Chippenham Town Neighbourhood Plan proposals and how the A350 upgrading would accommodate this. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. .
  - i) The installation of trash screens in gully locations in Allington Lane. Cllr C Harford would consider if he could produce suitable screens. **(noted)**
  - ii) Fowlswick Lane - B4039 Crossroads. It was likely to be included as part of the LHFIG Safety Survey. The timescale was unknown. A written question to the Area Board held on 11<sup>th</sup> December 2023 had yet to be answered. A reminder would be sent. **(noted)**
  - iii) The Longstone A420 - B4039 Sliproad/Junction. It was likely to be included as part of the LHFIG Safety Survey. The timescale was unknown. A written question to the Area Board held on 11<sup>th</sup> December 2023 had yet to be answered. A reminder would be sent. **(noted)**

#### **063/23 STANDING ITEMS**

- a) **Notice Boards:** The Council had raised the issue of replacement notice boards at Lanhill and Sheldon and possibly in Allington Lane. The matter was deferred to a future Council Meeting. **(noted)**
- b) **Emergency Planning:** Cllr H Ham advised that he was considering updates as local circumstances changed. **(noted)**
- c) **Flooding/Drainage:** Fowlswick Lane remained a concern and had now attracted the attention of Kington St Michael Parish Council who had approached LHFIG. The issues were well known, including ditch levels, lack of grips, general land and highway levels, required increase in capacity, etc and differing views on solutions from interested parties. The solution fell with land owner/s maintenance and they should be reminded of their responsibilities before Wiltshire Highways became involved with legal procedures. The Council felt that a unified planned approach was required with local support and Cllr S Eades would consider and produce a draft discussion study plan.
- d) **Community Safety/Neighbourhood Watch Scheme:** Cllr H Ham advised that he had toured the Parish again with PC Jessica Swanborough, the Neighbourhood Police Officer. Cllr M Muller raised the issue of CCTV coverage of the A350 pedestrian bridge and Frogwell Lane. When last considered by the Council it had been agreed that with the potential financial implications no further action would be taken. The issue had been originally raised by the Chippenham Safety Forum, following a local incident, who had indicated that the Council had the opportunity of applying for Area Board grant towards capital costs with the on-costs met by the Council. At that time there was the possibility of linking to the

Chippenham Town CCTV control room. The Clerk on an informal basis would ascertain if that possibility still existed and potential costs.

- e) **Parish/Community/Website/Newsletters/Social Media:** general issues and Parish communications, including communication between Elected Members. The Winter Parish Newsletter had been published and sent to all households. There had been minimal response from Parishioners, albeit a spelling mistake had been reported. The Council felt that Parishioner contact was important and that there was now a need to consider content for the Spring edition and how that would be produced and published.
- f) **Parish/Community Hall:** consultation, funding and general planning issues. There was no discussion on this occasion. **(noted)**
- g) **Insurance:** There was no update required. **(noted)**
- h) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- i) **Asset Register:** There was no update required. **(noted)**
- j) **School Governor's Report/s:** There were no Reports. **(noted)**
- k) **Risk Assessment, Health & Safety and Management Register:** There was no update. **(noted)**
- l) **Freedom of Information Act-Publication Scheme:** There was no update. **(noted)**
- m) **Data Protection. GDPR:** There was no update required. **(noted)**

## **064/23 CLERKS REPORT**

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous Meeting/s.

- a) **Neighbourhood Planning.** The Referendum held on Thursday 26<sup>th</sup> October 2023 had been successful leading to Wiltshire Council “making” the Plan on the 31<sup>st</sup> October 2023. There had been a 6-week period for Public objection from that date. There had been no further contact since from Wiltshire Council, indicating if any objections had been received and the Clerk was asked to ascertain the present position.
- b) **The Longstone – A420.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- c) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- d) **Parish Entrance Gates.** The site meeting with Mr David Arnup (Wiltshire Highways) had been successful with positions now agreed. However, it had been found that one position involved highway verge that was in private ownership and Cllr H Ham and the Clerk were to meet the landowner on the 31<sup>st</sup> January 2024 to seek agreement. **(noted)**

- e) **Wiltshire Operational Flood Group North (WOFGN).** A Flood Group Hybrid Meeting had been held on the 25<sup>th</sup> January 2024 in the Melksham Community Campus, although hybrid joining had been available. The Council had been reminded by the Wiltshire Council Flood Portfolio Holder of the importance of Flood Plans and the work of the Flood Group. Cllr S Eades had submitted local concerns in advance of the WOFGN Meeting. **(noted)**
- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 25<sup>th</sup> January 2024. The Note Tracker had been received and circulated. The A420 Speed Assessment Review and local highway concerns had been included for discussion. **(noted)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on the 11<sup>th</sup> December 2023 at the Olympiad Leisure Centre and included the “All things Roads” session with Highway Officers and the Highway Cabinet Member in attendance. Verbal questions were answered on the evening but answers to written questions were still awaited. Future Meeting dates were scheduled for 11<sup>th</sup> March, 10<sup>th</sup> June and 2<sup>nd</sup> September 2024. The Parish Forum had been due to meet on the 17<sup>th</sup> January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. The Meeting had been postponed until the 21<sup>st</sup> February 2024 in the same venue. **(noted)**
- h) **Defibrillator Training Session.** The Council was entitled to a S W Ambulance NHS Foundation Trust training session each year. In October 2023 a joint session had been held in the Goss Croft Hall, Upper Seagry when Seagry, Chippenham Without, Dauntsey and Langley Burrell Without Parishes attended. It was felt that with no suitable location within the Parish a similar approach would be best for 2024.
- i) **Wiltshire & Swindon Tree Warden Scheme.** Pursuant to Minute 053/23 (j). The matter would be raised at the next Community Area Parish Forum. **(noted)**
- j) **Wiltshire Council - Briefing Note 23-37.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Simpler Recycling for Household and Business Recycling in England. **(noted)**
- k) **Wiltshire Council - Briefing Note 23-38.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Vibrant Vacant Units Grants. **(noted)**
- l) **Carer Support Wiltshire.** The Council had received a request for financial support towards their services in Chippenham. The monthly café was held at the Angel Hotel and supported local unpaid carers The Council was able to provide Section 137 grants that benefited the local community and **agreed** that a £100.00 grant be given. **Cllr M Muller proposed, Cllr M Brinkworth seconded and RESOLVED UNANIMOUSLY**
- m) **D-Day 80 Anniversary – 6<sup>th</sup> June 2024.** The Council had been advised of the proposals for Councils and communities to use the occasion to pay tribute to the many thousands that had made sacrifices to ensure freedom being enjoyed today. This could involve lighting Beacons or developing a Lamp Light of Peace and ringing of Church Bells. Information had been provided. The Council felt that community support would be limited but that the Anniversary should at least be publicised in the next Newsletter.

- n) **Wiltshire Council - Briefing Note 24-01.** The Council had received a Briefing Note in regards to the Revised National Planning Policy Framework. This was particularly important in regards to the 5-year land supply shortage, now reduced to 4-years and lifespan of Neighbourhood Plans and required updating timescales. **(noted)**
- o) **Wiltshire Council - Local Nature Strategy Recovery (January 2024).** The Council had been advised of the context, approach and next steps and considered that this should be included as a Parish Forum Agenda item for a potential joint approach.
- p) **Wiltshire Council - Briefing Note 23-34.** This item had appeared on the last Agenda and was included as a reminder. The Council had 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. It had been agreed that as this was a yearly invitation the Council should use the next 11 months (from November 2023) to consider proposals in readiness to submit. The matter would be included on the next Agenda. **(noted)**

#### **065/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

#### **066/23 DATE OF NEXT MEETING**

The date of next Full Council Meeting was scheduled for **Monday 25<sup>th</sup> March 2024 at 7.15pm** to be held in The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ.

Signed:

Chairman, Chippenham Without Parish Council

Date: **25<sup>th</sup> March 2024**