

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

25th March 2024

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

Also Present: 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

There were no Reports received.

067/23 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M Brinkworth and Cllr C Harford.

068/23 Declaration(s) of Interest – In accordance with Chippenham Without Parish Council’s Code of Conduct (Adopted 24th November 2021) and Standing Orders (Adopted 26th January 2022)

There were no Declarations of Interest.

069/23 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 29th January 2024. **Cllr M Muller proposed, seconded Cllr H Ham and RESOLVED UNANIMOUSLY**

070/23 PLANNING

Planning Applications:

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

Planning General:

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

071/23 FINANCE The Council considered financial matters and received notification of receipts and payments

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

Clerks Expenses Mr V A Vines Year 2023.2024 Claim 20.03.24	£ 1,128.27
Clerks Net Salary Mr V A Vines Year 2023-2024 Claim 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

Cllr H Ham proposed, seconded Cllr S Eades and RESOLVED UNANIMOUSLY

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

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

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

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

The Clerk updated the Council. Santander had now responded and was reviewing the original complaint decision. The new banking mandate/s had now been submitted and a response awaited. **(noted)**

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

The Clerk updated the Council. The letter of complaint had been acknowledged but there had been no change in circumstances since the last Council Meeting. **(noted)**

072/23 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 using the MyWiltshireApp system. Parish Steward visit dates for the whole of 2024 had been received. The next visits were scheduled for 25th March and 23rd April 2024. In the absence of Cllr C Harford, Cllr H Ham had met the new Steward and discussed requirements. **(noted)**

b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. The two replacement direction posts had now been erected. Other requirements would now be checked. **(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. Physical conditions had now changed and these may no longer be required. **(noted)**
 - ii) Fowlswick Lane - B4039 Crossroads. There was no change in circumstances since the last Council Meeting. A written question to the Area Board held on 11th December 2023 had yet to be answered. The matter would be raised at LHFIG. **(noted)**
 - iii) The Longstone A420 - B4039 Sliproad/Junction. There was no change in circumstances since the last Council Meeting. A written question to the Area Board held on 11th December 2023 had yet to be answered. The matter would be raised at LHFIG. **(noted)**
 - iv) A420 Atkins Report. Cllr M Muller asked for a copy of the Report that had been part funded by the Parish Council. It was suggested that there might be lower cost solutions to problems rather than time delayed expensive structural works, possibly with electronic signage being considered. Yatton Keynell PC had written to LHFIG introducing an interesting argument suggesting that matters involving strategic A and B roads fell outside the remit of LHFIG who should be concerned with local C roads and the like. The Council was supportive of this argument and looked forward to hearing the answer. **(noted)**

073/23 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 would be considering updates as local circumstances changed. **(noted)**
- c) **Flooding/Drainage:** The Council had felt that a unified planned approach was required with local support and Cllr S Eades was producing a draft discussion study plan for further consideration. Cllr H Ham had received a letter from a Parishioner in regards to recent flooding of a property in Allington Lane. Cllr Ham would respond to the letter advising of the Council's continuing efforts to alleviate local problems. **(noted)**
- d) **Community Safety/Neighbourhood Watch Scheme:** The Clerk reported that the issue of CCTV coverage of the A350 pedestrian bridge and Frogwell Lane had been discussed informally with Chippenham Town and if the Parish Council wished to take things further it would need to request the Chippenham Safety Forum to re-consider the matter. When last considered by the Council it had been agreed that with the potential financial implications no further action would be taken. At the present time the matter was not a Council priority but, if he wished, Cllr M Muller, could investigate potential local donations towards a project.
- e) **Parish/Community/Website/Newsletters/Social Media:** general issues and Parish communications, including communication between Elected Members.

The Spring Parish Newsletter was planned for the 3rd week of April. The Winter edition had been sent to all households using Royal Mail. This was the necessary option to ensure all received the Newsletter. Cllr H Ham requested assistance with editorial. The issue of supplying Parishioners, particularly those on the GDPR controlled database, with not only Parish news but Wiltshire Latest News, Community Messaging, Farm and Neighbourhood Watch updates, public road works/closures notices, extreme weather bulletins and the like was discussed. The external bodies relied on Parish Councils to disseminate information, as there was no other way for the masses to be reached. There was a suggestion that some recipients in the Parish had no interest in such matters and would potentially be overloaded with emails. The matter was of a subjective nature and the brief Parish Council news releases did not cover the many subjects that were regularly provided by external bodies. A potential solution was to provide those on the database with an opt-out option. The Clerk would consider this further and provide those on the database with the opportunity to opt-out if they wished.

- 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)**

074/23 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.** There had been no public objections during the 6-week period following the Referendum and the Neighbourhood Plan now had official status and was a material planning consideration. As the Steering Group had now successfully completed their work the Council placed on record their thanks to the Officers and whole Steering Group for their efforts and commitment over several years. The Parish Council now had the duty and role to take forward the Policies and Recommendations contained in the Plan, including the requirement for Focus Groups and would need to consider this further at a future Council Meeting. The Council's role would need to include regular monitoring of the Plan and potentially re-forming a Steering Group to review and update the Plan in 4 years or so to ensure the Plan was fit for purpose. The Council would also need to carry out the Community Engagement Process as and when requested by potential developers. **(noted)**

- 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.** Following agreement with the landowner at the Yatton Keynell entrance the Council was pleased to note that four of the five Entrance Gates had now been successfully installed. The fifth would be erected once there had been a conclusion to the A350 dual carriageway upgrading and potential implications on the A420 highway verges. **(noted)**
- e) **Wiltshire Operational Flood Group North (WOFGN).** A Flood Group Hybrid Meeting had been held on the 25th 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. **(noted)**
- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 25th January 2024. The Note Tracker had been received and circulated, together with the LHFIG Guidance Notes and Terms of Reference. For reference, dates for the next 12 months were given as 30th April, 25th July, 10th October 2024 and 9th January 2025. **(noted)**
- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on the 11th March 2024 at the Wiltshire & Swindon History Centre, Chippenham. Future Meeting dates were scheduled for 10th June and 2nd September 2024. The Parish Forum had met on the 21st February 2024 in the Kington St Michael Village Hall and the 20th March 2024 in Stanton St Quintin Village Hall. The next Parish Forum Meeting was scheduled for the 19th June 2024 at 7.00pm in the Christian Malford Village Hall. **(noted)**
- h) **Defibrillator Training Session.** The Council, although entitled to a S W Ambulance NHS Foundation Trust training session each year had previously agreed that as there was no suitable location within the Parish it was best to be part of a joint session with other Parishes. **(noted)**
- i) **Wiltshire & Swindon Tree Warden Scheme.** Pursuant to Minute 053/23 (j). The matter had been raised at the Community Area Parish Forum on the 20th March 2024. It was understood that 37 Parishes were already involved and 57 Tree Wardens in place, many of which had identified opportunities to plant trees, helping with grant applications and organising environmental events. Tree Wardens had been invited to sessions on Trees and the Law on 26th and 28th March 2024. Parishes, which were unsure about the role and duties of Tree Wardens had been invited to attend Workshops on the 17th and 18th April. Cllr S Eades would be attending the Workshop on the 18th April 2024. **(noted)**
- j) **Wiltshire Council - Local Nature Strategy Recovery (January 2024).** The Council has been advised of the context, approach and next steps. The matter had been raised at the Community Area Parish Forum on the 20th March 2024. There had been a number of Workshops for interest groups that would inform the process. Cllr S Eades considered that there was a need for an explanation of the

Strategy before the Council could respond. and that Officers involved should attend and brief the Parish Forum.(**noted**)

- k) **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 15th 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 Council discussed the potential of including an improvement scheme for the Fowlswick Lane/Yatton Keynell crossroads as a bid. The matter would be included on the next Agenda. (**noted**)
- l) **Wiltshire Council - Briefing Note 24-02.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Septic Tank Upgrade Communications Campaign. (**noted**)
- m) **Wiltshire & Swindon Prepared (LRF) – Emergency Contact Hub Scheme (ECHS).** The Council had joined the LRF. The LRF were now ready to formally launch the ECHS and details were circulated. (**noted**)
- n) **Rural EV Charging.** The Council had received information regarding public electric vehicle chargers in rural areas. Details were circulated and it was evident that there were no publicly owned areas available as the only public access was to business premises that might be made available for EV chargers by owners. (**noted**)
- o) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council had received the annual information on this Competition. A formal invitation to enter had now been received. Following consideration **the Council agreed that no** entry should be made.
- p) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** Parish Councils had 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 was to hold two NCPFs a year, one in April and another in November. The first of these was 1900-2030hrs on Wednesday 17th April 2024. These would not replace contact with local teams but would provide an opportunity to come together for him to provide updates. The Meetings would be split into two sections. The first being a presentation followed by questions and answers. The opportunity would exist for questions on the night but pre-submitted questions would be welcomed. The Meetings would be virtual using Microsoft Teams and with likely numbers he was looking for just one representative from each Parish Council. Queries and questions could be submitted to Inspector Peter Foster at peter.foster@wiltshire.police.uk The link to the first NCPF had been provided. (**noted**)
- q) **Flood Warden Winter Newsletter-Winter 2024.** The Council had received the latest FloodWessex Newsletter from the Environment Agency. The contents were particularly important to this Parish. (**noted**)
- r) **Wiltshire Council - Briefing Note 24-03.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Governance Review-Consultation. Fortunately, the Parish was not involved on this occasion. (**noted**)

- s) **Wiltshire Council - Briefing Note 24-04.** The Council noted receipt of a Briefing Note in regards to the Development of Cultural Strategy for Wiltshire. A public survey was taking place between 19th February and 24th March 2024. **(noted)**
- t) **Wiltshire Council - Briefing Note 24-05.** The Council noted receipt of a Briefing Note in regards to the Local Nature Strategy Recovery (LNRS). (Minute 074/23 (m) also refers). **(noted)**
- u) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council had received notification of a new interactive platform that helped people find out what life was like in their Community Area. There was a survey for feedback. **(noted)**
- v) **Lime Down Solar Farm.** The Council had received details in regard to the Lime Down Solar Park Stage 1 consultations in regards to land within North Wiltshire. There were a number of fact-finding public events advertised. It was understood that as National Planning Policy Guidance had needed to be incorporated within the Wiltshire Local Plan Update, the Government and not Wiltshire Council would determine any future application. **(noted)**

075/23 ANNUAL PARISH MEETING 2024

The Annual Parish Meeting was originally scheduled for Monday 29th April 2024 The Council noted that this was a Public Holiday and could limit attendance. There was a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June of each year. In 2023 the Council had combined the Annual Parish Meeting with the Council Annual Meeting and following Full Council Meeting, a format that had been successful. **Following consideration the Council agreed to hold the Annual Parish Meeting on Wednesday 29th May 2024 at 7.30pm** in The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ. **The Council agreed that in hosting the Meeting they would provide light refreshments.**

There needed 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 would 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 could be flexible and was in the hands of Parishioners in attendance. As a starting point the Council would suggest some Agenda items that might be appropriate and they would 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 22nd May 2023 was circulated to Members for information.

076/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

077/23 DATE OF NEXT MEETING

The Annual Council Meeting and date of next Full Council Meeting was scheduled for **6.15pm, Wednesday 29th May 2024**. However, Members should note that this would be followed by the Annual Parish Meeting at 7.30pm, all to be held in The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ.

PART 2 AGENDA

As the following Item related to Confidential Matters, in accordance with the Chippenham Without Parish Council Standing Orders (Admission of Public and Press to Meetings) it was 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 were excluded for the remainder of the Meeting.

- a) Community Engagement Process – Chippenham Without Neighbourhood Plan.

In accordance with Appendix 2 of the Neighbourhood Plan, a developer could seek the Council's views and guidance on a planning proposal within the Parish.

The process was subject to the caveat that views expressed did not fetter the Council's consideration and decision on any subsequent planning application.

The Council considered a draft proposal for a commercial development at Tiddlywink Barn. The proposals retained the existing barn and included single-storey extensions to provide workshop and office accommodation. The proposals also included photovoltaic paneling with support framing along the northern boundary. Following consideration **the Council agreed that** on the basis of the information provided they would be supportive of the proposals.

Signed:

Chairman, Chippenham Without Parish Council

Date: **29th May 2024**