

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

22nd May 2024

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 29th May 2024** commencing at **6.30pm (or on completion of the Annual Council Meeting)** in The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ. The Press and Public are welcome to attend the Meeting.

Yours faithfully,



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)**
Apologies have been received from Cllr M Brinkworth

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
Full Council Meeting 25th March 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

- a) PL/2023/11077 – Works to a Listed Building
 Works propose to underpin (without change at ground level) a 20th 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 **Approved with Conditions 30th April 2024**

There are no further 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)**

WALC. Subscription 24/25	Inv SUB24/25 – 57	01.04.24	£ 72.77
Community First Subscription 24/25		01.04.24	£ 40.00

- b) **Payments made since last Meeting** To note that the following payment/s have been made since the last Council Meeting. **(to note)**

Zurich Insurance YLL-2720438003 renewal 24/25	15.05.24	£ 257.60
---	----------	----------

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

Wiltshire Council. Precept 24/25 (tranche 1)	17.04.24	£ 6,000.00
--	----------	------------

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

HSBC Account No. 00000074	17 th April 2024	£ 6,121.04
HSBC Account No. 00000082	17 th April 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** To receive any updates. **(to note)**

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

- g) **Annual Governance and Accountability Return Year Ending 31st March 2024**

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carries out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31st March 2024. The Parish Council is within those limits.

The Parish Council can still request that the External Auditor carries out a limited assurance Review if they wish but they will be charged.

In these circumstances it is recommended that the Parish Council agree to issue a Certificate of Exemption to the External Auditor. **(For Decision)**

The Parish Council still needs to complete the Annual Governance Part 2 process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales. This will include the Period for Public Rights of Inspection. **(see attached) (For Decision)**

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 being 24th June, 22nd July, 23rd September, 22nd October, 25th November and 18th December 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)**

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. **(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 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. The matter is abeyance until Neighbourhood Plan recommendations are taken forward. **(to note)**
- 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.** The Neighbourhood Plan is now adopted and the Council will monitor and review as necessary. **(to note)**
- b) **The Longstone – A420.** To receive and note any reports and updates. **(to note)**
- c) **Parish Council Database.** To receive any updates. **(to note)**
- d) **Parish Entrance Gates.** To receive any updates. **(to note)**
- e) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on Thursday 28th March 2024. The next Meeting is scheduled for 23rd May 2024 10.00am-12.00noon in Melksham Community Campus. To receive any reports and updates and any actions required. **(to note) (For Decision)**

- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG met on the 30th April 2024. The Note Tracker from the Meeting has been received and circulated. To receive updates and consider any actions required. Future Meeting dates are 25th July, 10th October 2024 and 9th January 2025. **(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 11th March 2024 at the Wiltshire & Swindon History Centre, Chippenham. The next Meeting is scheduled for 10th June and a further Meeting is scheduled for the 2nd September 2024. The Parish Forum met on the 20th March 2024 in the Stanton St Quintin Village Hall. The next Parish Forum is scheduled for the 19th June 2024 at 7.00pm in the Christian Malford Village Hall. **(to note)**
- h) **Defibrillator Training Session.** The Council has agreed that a joint training session would be arranged and there has been no change in circumstance since the last Council Meeting. **(to note)**
- i) **Wiltshire & Swindon Tree Warden Scheme.** Cllr S Eades was to attend a Workshop on the 18th April 2024. To receive any updates. **(to note) (For Decision)**
- j) **Wiltshire Council - Briefing Note 23-34.** This item has appeared on previous Agendas 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 15th December 2023. **(see attached) * It was agreed that as this was a yearly invitation the Council use the intervening months (from November 2023) to consider proposals in readiness to submit.**
- k) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** The Council will be aware that at the last Council Meeting they were advised that with changes in the targeted operating model, 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 will not replace contact with local teams but will provide an opportunity to come together for him to provide updates. The Meetings are split into two sections. The first being a presentation followed by questions and answers. The opportunity exists for questions on the night but pre-submitted questions are welcomed. The Meetings are virtual using Microsoft Teams and with likely numbers he was 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 The link to the first NCPF was provided and there are reports that the first session was well attended. When the invitation to the next Forum is received, the Council should consider attendance to be fully briefed on local Policing matters. **(to note) (For Decision)**
- l) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council was previously notified of a new interactive platform that helped people find out what life is like in their Community Area. There was a survey for feedback ending 7th May 2024. Council Members were reminded to take part. **(to note)**
- m) **Wessex Community Energy Network – Engaging with the Local Community.** The Council was advised of this in person network meeting to be held on Thursday 16th May 2024 10.00 – 13.00 at County Hall, Trowbridge. Details and the Agenda were circulated **(see attached) (to note)**
- n) **Wiltshire Council - Briefing Note 25-06.** The Council has received a Briefing Note in regards to the Management of Council Business and Publicity during the Pre-Election Period. **(see attached) (to note)**
- o) **Wiltshire Council - Briefing Note 24-07.** The Council has received a Briefing Note in regards to the New HRC van and trailer Permitting Scheme. **(see attached) (to note)**

- p) **Wiltshire Council - Briefing Note 24-08.** The Council has received a Briefing Note in regards to the Draft Licensing Policy 2024-2029 Consultation. **(see attached) (to note)**
- q) **Community First.** The Council has been a Member for a number of years and to remind Members on what services they provide and why Membership of the Organisation is worthwhile, details are attached for information. **(see attached) (to note)**
- r) **CPRE Wiltshire AGM.** The Council has received an invitation to attend the AGM to be held on Tuesday 16th July 2024 at 7.00pm in Malmesbury Town Hall. The details have been circulated with ticket booking information. **(see attached) (to note)**
- s) **Wiltshire Association of Local Councils – WALC.** The Council has been a Member for a number of years and to remind Members on what services they provide and why Membership of the Organisation is worthwhile, details are attached for information. **(see attached) (to note)**
- t) **M4, Junction 17 – Stanton Park Public Consultation.** A Consultation was launched on proposals to deliver new commercial logistics space, north of Junction 17. The proposals for up to 50,000 sq metres of commercial space, had a single point of vehicular access via the Scotland Hill local road. Members were circulated with the information. The period for feedback was 8th – 22nd May 2024 by visiting www.stantonpark.co.uk **(see attached) (to note)**
- u) **Sutton Benger and Draycot Cerne Neighbourhood Development Plan (2020-2035).** The Council has been advised that there is an opportunity to view and comment on the draft plan between Monday 20th May and Monday 8th July 2024 on the Wiltshire Council consultation portal. **(to note)**

9. 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.

- 10. DATE OF NEXT MEETING:** The next Council Meeting is set for **7.15pm, Monday 22nd July 2024**. However, Members should note that a Council Planning Meeting is scheduled for 24th June 2024, should this be required.