

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 6.30pm

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

29th May 2024

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

Also Present: 3 members of the public 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

There were no Reports received.

011/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M Brinkworth and Cllr C Harford (Vice Chairman).

012/24 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.

013/24 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 25th March 2024. **Cllr M Muller proposed, seconded Cllr H Ham and RESOLVED UNANIMOUSLY**

014/24 PLANNING

Planning Applications:

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

Planning General:

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

015/24 FINANCE The Council considered financial matters and received notification of receipts and payments

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

WALC. Subscription 24/25	Inv SUB24/25 – 57	01.04.24	£ 72.77
Community First Subscription 24/25		01.04.24	£ 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 payment had been made since the last Council Meeting.

Zurich Insurance YLL-2720438003 renewal 24/25	15.05.24	£ 257.60
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- c) **Receipts:** The Council **noted** the following receipt since the last Council Meeting.

Wiltshire Council. Precept 24/25 (tranche 1)	17.04.24	£ 6,000.00
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- d) **Bank Account Balance/s:** The Council noted the following balances: **(noted)**

HSBC Account No. 00000074	17 th May 2024	£ 12,108.04
HSBC Account No. 00000082	17 th May 2024	£ nil
Santander Business Account No 00000018	2 nd September 2023	£ 44,223.83
Santander Business Bond Account No 00000095	5 th April 2024	£ 62,271.55

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

There had been no change in circumstances since the last Council Meeting.
(noted)

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

There had been no change in circumstances since the last Council Meeting.
(noted)

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

The Council was required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carried out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils could apply for a Certificate of Exemption from the requirement where

their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2024. The Parish Council was within those limits.

In these circumstances **the Parish Council agreed to issue a Certificate of Exemption** to the External Auditor, submit to PKF Littlejohn LLP and publish on the Parish Council website. The Parish Council still needed to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales, including the Period for Public Rights of Inspection.

A Receipts and Payments Accounts spreadsheet had been presented for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out with no issues found.

The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2024 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2024. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2024 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

Cllr M Muller proposed, Cllr S Eades seconded and RESOLVED UNANIMOUSLY

016/24 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 visits were scheduled for 24th June, 22nd July, 23rd September, 22nd October, 25th November and 18th December 2024. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. There was no update required on this occasion. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - i) Arrangements had been made to meet the Area Highway Engineer, Gemma Winslow, on the 14th June 2024 and view various areas of local concern. **(noted)**

017/24 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:** Arrangements had been made to meet the Area Highway Engineer, Gemma Winslow, on the 14th June 2024 and view various areas of local concern. Cllr S Eades had submitted a comprehensive list to the Wiltshire Flood Working Group that would form the agenda for discussions. **(noted)**
- d) **Community Safety/Neighbourhood Watch Scheme:** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Parish/Community/Website/Newsletters/Social Media:** general issues and Parish communications, including communication between Elected Members. The Spring Parish Newsletter had been published and had been sent to all households using Royal Mail. There had been little response to date and the matter would be raised at the Annual Parish Meeting following the Council Meeting to ascertain views on whether it should continue. Cllr H Ham would require assistance with editorial for any future edition. The issue of supplying Parishioners with not only condensed Parish related news but Wiltshire's Latest News, Community Messaging, Farm and Neighbourhood Watch updates, public road works/closures notices, extreme weather bulletins and the like was further 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 again that some recipients in the Parish had no interest in such matters and would potentially be overloaded with emails. The matter continued to be 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 re-commence circulation to the database and await reaction, allowing an opt-out option if requested.
- 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)**

018/24 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.** As the Neighbourhood Plan was now adopted the Council would 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.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Wiltshire Operational Flood Group North (OFGN).** Flood Group Hybrid Meetings had been held on the 28th March and 23rd May 2024 in the Melksham Community Campus, although hybrid joining had been available. Cllr S Eades had submitted local concerns and had requested a site meeting with the Wiltshire Council Flood Portfolio Holder and the Senior Drainage Engineer. **(noted)**
- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 30th April 2024. The Note Tracker from the Meeting had been received and circulated. Dates for the next 12 months were given as 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 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 had previously agreed to be part of a joint session with other Parishes. **(noted)**
- i) **Wiltshire & Swindon Tree Warden Scheme.** Parishes, that 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 had been unable to attend. **(noted)**
- j) **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 had previously discussed the

potential of including an improvement scheme for the Fowlswick Lane/Yatton Keynell crossroads as a bid. **(noted)**

- k) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** The Council was 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 had been to hold two NCPFs a year, one in April and another in November. The first of these was held 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 were split into two sections. The first being a presentation followed by questions and answers. The opportunity existed for questions on the night but pre-submitted questions were welcomed. The Meetings were 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 and there were reports that the first session had been well attended. The Council considered that there was a need for future attendance to be fully briefed on local Policing matters. Following receipt of the next Meeting details a Council representative would be required. **(noted)**
- l) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council had been previously notified of a new interactive platform that helped people find out what life was like in their Community Area. There had been a survey for feedback ending 7th May 2024. Council Members had been reminded to take part. **(noted)**
- m) **Wessex Community Energy Network – Engaging with the Local Community.** The Council had been 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 had been circulated. **(noted)**
- n) **Wiltshire Council - Briefing Note 25-06.** The Council noted receipt of a Briefing Note in regards to the Management of Council Business and Publicity during the Pre-Election Period. **(noted)**
- o) **Wiltshire Council - Briefing Note 24-07.** The Council noted receipt of a Briefing Note in regards to the New HRC van and trailer Permitting Scheme. **(noted)**
- p) **Wiltshire Council - Briefing Note 24-08.** The Council noted receipt of a Briefing Note in regards to the Draft Licensing Policy 2024-2029 Consultation. **(noted)**
- q) **Community First.** The Council had been a Member for a number of years and to remind Members on what services they provided and why Membership of the Organisation was worthwhile details were circulated for information. **(noted)**
- r) **CPRE Wiltshire AGM.** The Council had received an invitation to attend the AGM to be held on Tuesday 16th July 2024 at 7.00pm in Malmesbury Town Hall. Details had been circulated with ticket booking information. **(noted)**
- s) **Wiltshire Association of Local Councils – WALC.** The Council had been a Member for a number of years and to remind Members on what services they

provided and why Membership of the Organisation was worthwhile, details were circulated for information. **(noted)**

- t) **M4, Junction 17 – Stanton Park Public Consultation.** A Consultation had been 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 had been circulated with the information. The period for feedback had been 8th – 22nd May 2024 by visiting www.stantonpark.co.uk **(noted)**
- u) **Sutton Benger and Draycot Cerne Neighbourhood Development Plan (2020-2035).** The Council had been advised that there was 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. **(noted)**

019/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

020/24 DATE OF NEXT MEETING

The date of next Full Council Meeting was scheduled for **7.15pm, Monday 22nd July 2024.**

Signed:

Chairman, Chippenham Without Parish Council

Date: **22nd July 2024**