

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

17th July 2024

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 22nd July 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

i) Annual Council Meeting 29th May 2024. **(see attached Draft Minutes) (For Decision)**

ii) Full Council Meeting 29th May 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)

- a) PL/2024/05708 – Full Planning Permission
Proposed Extension to Existing Commercial Building to provide additional workshop floor space and MOT Test Bay
Fir Tree Villas, Lanhill, Chippenham, Wiltshire SN14 6LX
For Mr Russel Wilmott – MRW Engineering Ltd **(see online) (For Decision)**

- b) PL/2024/05953 – Lawful Development – Existing Use
 Agricultural Occupancy
 1 Fir Tree Villas, Lanhill, Chippenham, Wiltshire SN14 6LX
 For Mr M Wilmott **(see online) (For Decision)**

There are no further 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

- c) Allington North Solar Farm – Public Consultation

The Council was invited, by Noventum Power, to attend a Public Consultation event at Chippenham Rigby Club on the 9th July 2024 in regards to a proposed Solar Farm, comprising of ground-mounted solar panels and associated equipment on land west of Battens Farm and south east of Yatton Keynell. The event was part of a pre-application consultation to allow Noventum Power to consider and potentially incorporate local views into the scheme. To receive any update/s from attendees. **(to note)**

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)**

Annual Parish Meeting. Refreshments reimbursement. Mr H Ham	£ 162.11
Parish Entrance Gates. Replacement Digiprint signs. reimbursement. Mr H Ham	£ 102.00
Replacement Waste Bin + disposal services. reimbursement. Mr H Ham	£ 307.19
Parish Entrance Gates. Replacement JACS UK signs.	£ 303.10*
* invoice awaited	

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

Mr V A Vines. Santander Acc 000000018	19.06.24	£ 100.00
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- 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 th June 2024	£ 11,729.67
HSBC Account No. 00000082	17 th June 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** 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 are scheduled for 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) (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)**
- n) Neighbourhood Planning. To raise general issues and to receive any updates. See Agenda item 8 (a) below. **(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 has been adopted and the Council will monitor and review as necessary the item can now become a Standing Item on future Agendas. **(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.** Flood Group Meetings have been held on Thursday 23rd May and 11th July 2024 at Melksham Community Campus. It was also possible to join by TEAMS. To receive any reports and updates and consider any actions required. The next Meeting is scheduled for Thursday 26th September 2024 in the same venue. **(to note) (For Decision)**
- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG meet on the 25th July 2024. The Note Tracker has been received and circulated To consider any actions required. Dates for future Meetings are 10th October 2024 and 9th January 2025. **(to note)**

- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 10th June 2024 in the Wiltshire & Swindon History Centre. To receive any reports and updates. The next Meeting is scheduled for 2nd September 2024. The Parish Forum met on the 19th June 2024 in the Christian Malford Village Hall. To receive any reports and updates. The next is scheduled for Wednesday 25th September 2024 at a venue to be agreed. **(to note)**
- h) **Defibrillator Training Session.** The Council has agreed that a joint training session will be arranged and there has been no change in circumstance since the last Council Meeting. **(to note)**
- i) **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.**
- j) **Wiltshire Council - Briefing Note 24-09.** The Council has received a Briefing Note in regards the Defra Simpler Recycling update. **(see attached) (to note)**
- k) **Wiltshire Council - Briefing Note 24-10.** The Council has received a Briefing Note in regards the Local Development Order Consultation-Revamp Your Tank Scheme. The consultation ran until the 17th June 2024. **(see attached) (to note)**
- l) **Wiltshire & Swindon Rural Housing Needs Project.** The Council has received details from the Community First, Rural Housing Enabler, concerning the lack of affordable housing in Parishes. Advice and support is offered to help rural communities and ways of working to meet local needs. **(see attached) (to note) (For Decision)**
- m) **Wiltshire Council - Briefing Note 24-11.** The Council has received a Briefing Note in regards the Management of Council Business and Publicity during the pre-election period. **(see attached) (to note)**
- n) **Wiltshire Council - Briefing Note 24-12.** The Council has received a Briefing Note in regards the Local Nature Recovery Strategy (LNRS) a mechanism to deliver nature recovery at a local and regional scale. Wiltshire Council has been appointed by DEFRA as responsible for preparing the LNRS for Wiltshire and Swindon. **(see attached) (to note) (For Decision)**
- o) **Wessex Water – Flood Warden Spring Newsletter 2024.** The Newsletter focuses on the Flood Warden Role and upcoming Flood Warden training support. **(see attached) (to note) (For Decision)**
- p) **Wiltshire Council - Briefing Note 24-13.** The Council has received a Briefing Note in regards to Housing Land Supply and Housing Delivery Test. **(see attached) (to note)**
- q) **Wiltshire Council - Briefing Note 24-14.** The Council has received a Briefing Note in regards to the Launch of the third Solar Together scheme in Wiltshire and Swindon. **(see attached) (to note)**
- r) **Wiltshire Bobby Van Trust.** The Council has received a letter from the Trust seeking financial support towards the Charity's work. It would be possible to agree a small Section 137 grant. **(see attached) (to note) (For Decision)**
- s) **Wiltshire and Swindon Prepared – Emergency Contact Hubs.** The Council has received an invitation to sign up to the Emergency Contact Hubs scheme. The Council has received previous communications requesting that the Parish Emergency Coordinator register with the Local Resilience Forum (LRF). The Council will recall that a LRF event was held in August 2023 at Tidworth. **(see attached) (to note) (For Decision)**

- t) **Wiltshire Council - Briefing Note 24-15.** The Council has received a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. This includes details of a live online interactive survey between 22nd July and 9th August 2024 and two webinars, for farmers and landowners on the 23rd July and open to all on the 25th July 2024. **(see attached) (to note)**
- u) **Neighbourhood Police – Rural Engagement Week.** The Neighbourhood Policing Team will visit on Monday 5th August 2024 13:00 – 14:00 in the Kington St Michael Village Hall Car Park and Tuesday 6th August 2024 10.00-11.00 in The Bell Car Park, Yatton Keynell. There are other venues **(see attached) (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 scheduled for **7.15pm, Monday 23rd September 2024.**