

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

18th September 2024

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 23rd September 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 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

Full Council Meeting 22nd July 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 planning 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) Lime Down Solar Park – EIA Scoping Consultation

The Council had been invited by PINS (Planning Inspectorate) to comment on the developers Scoping Report and initial stage of the EIA process. The purpose being, to identify and evaluate the likely effects of the development on the environment to be able to determine measures to reduce or manage any potential significant adverse effects. The consultation ended on the 14th August 2024. To meet the timescale the Clerk prepared and submitted a Council response. **(see attached) (to note)**

b) National Planning Policy Framework (NPPF) - Consultation

The Government are proposing to update the NPPF and are carrying out a Consultation on the proposed changes. The Consultation ends at 11.45pm on the 24th September 2024, the day after the Council Meeting. The Council while acknowledging the Government's wishes to increase the supply of homes, might like to highlight concerns over the potential increase in the housing number requirement for Wiltshire, the potential loss of important landscapes attempting to meet the requirements and the reversal of the 4-year land supply requirement to 5 years. Importantly that any movement away from a local plan-led to a possible developer-led system is not supported. In addition potential changes to the timescale for the review of Neighbourhood Plans is not supported. **(see attached) (For Decision)**

c) Gypsies and Travellers pre-submission draft Development Plan - Consultation

The Wiltshire Council is consulting on the proposals that once adopted will become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Consultation runs from Tuesday 20th August until Friday 4th October 2024. In person events and webinars are planned. To consider any actions required and any response. **(see attached) (For Decision)**

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)**

JACS (UK) Ltd. Village Gate signs. Inv 17931	05.08.24	£ 303.10
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b) **Payments made since last Meeting** To note that there have been no payments made since the last Council Meeting. **(to note)**

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 August 2024	£ 23,139.37
HSBC Account No. 00000082	17 th August 2024	£ nil
Santander Business Account No 00000018	2 nd September 2024	£ 32,585.04
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 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. At the last Meeting it was suggested that a Xmas/Winter edition be considered. **(For Decision)**
- f) Parish/Community Hall: Pursuant to Minute 027/24 (f). The matter is in abeyance to receive a report on the principle, the need and the management and financial commitment. Advice is being sought from Community First and others to allow the Council to consider whether or not to proceed further. **(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)**
- n) Neighbourhood Planning. To consider general issues and to receive any updates. **(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) **Discretionary Gully Service.** The Council has been reminded that the discretionary gully crew will visit the Parish and details and Gully Worksheet has been provided. To consider any actions required. **(see attached) (For Decision)**
- b) **Winter Preparations 2024-2025.** The Council has been advised that Wiltshire Council are beginning their planning for the 2024/25 winter season and have provided the PEAS application details and form for the forthcoming season to be returned to the Weather Team by the 19th September 2024. To consider any actions required. **(see attached) (For Decision)**
- c) **The Longstone – A420.** To receive and note any reports and updates. **(to note)**
- d) **Parish Council Database.** To receive any updates. **(to note)**
- e) **Parish Entrance Gates.** The Council has agreed to slightly re-site the Showell Farm crossroads entrance gate and the contractor will carry out the work when working in the locality. **(to note)**

- f) **Wiltshire Operational Flood Group North.** A Flood Group Meeting was held on Thursday 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)**
- g) **Chippenham Local Highway and Footpath Group (LHFIG).** A LHFIG Meeting was held 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. **(see attached) (to note) (For Decision)**
- h) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 2nd September 2024 in the Wiltshire & Swindon History Centre. To receive any reports and updates. Future Area Board Meetings are scheduled for 4th November 2024 and 10th February 2025. The next Parish Forum Meeting is scheduled for Wednesday 25th September 2024 at 7.00pm in Kington St Michael Village Hall. **(to note)**
- i) **Defibrillator Training Session.** There is no update required. **(to note)**
- 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. * **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) **Wiltshire Council - Briefing Note 24-16.** The Council has received a Briefing Note in regards to the Launch of the Home Upgrade Grant with EDF Energy. **(see attached) (to note)**
- l) **Flood Wessex-Flood Warden Newsletter – Summer 2024.** The Council is reminded that a previous Flood Wessex Newsletter advised that there are/were a number of events scheduled to assist and inform local community groups. The “Introduction to the Flood Warden Role” has already taken place. Sessions are planned until November 2024. The latest Summer edition has been received and circulated. In addition the Environment Agency has produced updated information on Watercourse Rights and Roles. **(see attached) (to note)**
- m) **WALC Annual General Meeting.** The Council has been informed that this will take place on Wednesday 25th September 2024 at 6.30pm in Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY **(to note)**
- n) **Wiltshire Council - Briefing Note 24-17.** The Council has received a Briefing Note in regards to the Septic Tank Upgrade Scheme (Revamp Your Tank). **(see attached) (to note)**
- o) **Wiltshire Council – Traffic Survey.** The Council has been advised of changes being made to traffic surveys in Wiltshire. **(see attached) (to note)**
- p) **Wiltshire Neighbourhood Watch Association.** The Council has been invited to attend the WNHWA Annual General Meeting taking place on Saturday 5th October 2024 10.00am until 12noon at Wiltshire Police HQ, Devizes SN10 2DN. **(see attached) (to note)**
- q) **Community First AGM 2024.** The Council has been invited to attend the AGM to be held on Wednesday 9th October 2024 at 6.00pm in Devizes Town Hall. Registrations of interest are requested by the 6th September 2024. **(to note)**
- r) **Neighbourhood County Parish Forum.** The Council will recall that the first Forum was held via TEAMS in April of this year that delivered an update from each Neighbourhood Policing Inspector on issues in their area and a Q&A session. The next one is to be held

in person at Police HQ, Devizes at 6.00pm until 8.00pm on Wednesday 20th November 2024. An idea of numbers attending is requested. **(to note)**

- s) **Wiltshire and Swindon Local Nature Recovery Strategy (LRNS)**. This is an ongoing exercise and following stakeholders involvement to produce a useable LRNS to decide on what needs to be done to aid nature's recovery, areas have been mapped to suggest future nature improvement projects. An online survey is to run from Monday 23rd September to Friday 11th October 2024 when all responses will be used to make improvements to the map before it is subject to full consultation. An online webinar is to be held on Monday 30th September 6.00pm to 7.30pm. **(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.

- i) Wiltshire Council will require the Parish Council to submit their Precept Requirement for year 2025/2026 within their set timescale. Because the Parish Council meets at the end of January each year this prohibits the Parish Council complying with the timescale. To solve the problem the Parish Council considers their budget and Precept at the November Council Meeting. **(to note)**
- ii) Parish Council Elections – 1st May 2025. The Council will meet next on the 25th November 2024. Unless the Council calls any Extraordinary Council Meetings this will mean that there will be only two remaining Council Meetings. These are scheduled for the 27th January (7.15pm) and 24th March 2025 (6.30pm). Because of the purdah pre-election period the Annual Parish Meeting is scheduled for the 24th March 2024 at 7.30pm. **(to note)**

10. DATE OF NEXT MEETING: The next Council Meeting is scheduled for **7.15pm, Monday 25th November 2024.**