

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

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

23rd September 2024

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

Also Present: Wiltshire Councillor H Greenman 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

Wiltshire Cllr H Greenman made reference to the Wiltshire Gypsy & Traveller Sites Allocation consultation and suggested that the target figures within had now been reduced from 81 to 68 pitches following recent planning application decisions. He felt that the expansion of existing sites and a review of unauthorised sites in the County was preferable before allocating further sites on greenfield agricultural land. As part of any planning consultations he suggested that it was important that a review of agricultural land classifications was carried out so that best quality land was retained for agricultural use.

There were no further Reports received.

031/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M Brinkworth.

032/24 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.

033/24 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 22nd July 2024. **Cllr H Ham proposed, seconded Cllr M Muller and RESOLVED UNANIMOUSLY**

034/24 PLANNING

Planning Applications: There were no planning applications considered. **(noted)**

Planning General:

- 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 had ended on the 14th August 2024 and to meet the timescale the Clerk had prepared and submitted a Council response. **(noted)**

- b) National Planning Policy Framework (NPPF) - Consultation

The Government was proposing to update the NPPF and was carrying out a Consultation on the proposed changes. The Consultation ended on the 24th September 2024. **The Council agreed that the Clerk should submit a response** acknowledging the Government's wishes to increase the supply of homes but highlighting 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 was not supported.

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

The Wiltshire Council was consulting on the proposals that once adopted would become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Consultation ran from Tuesday 20th August until Friday 4th October 2024. In person events and webinars had been planned. **The Council agreed that the Clerk should submit a response** highlighting concerns over the lack of consultation with Parishes prior to the publication of the draft Plan, that the number of sites within the proposals were not required as planning permissions had been given since the draft Plan had been prepared and that consideration to the extension of existing sites should be considered, along with the possible regulation of unauthorised sites in preference to allocating new unsustainable countryside locations.

035/24 FINANCE The Council considered financial matters and received notification of receipts and payments

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

JACS (UK) Ltd. Village Gate signs. Inv 17931	05.08.24	£ 303.10
B & Q – Earls Paint Longstone materials. reimbursement Mr C Harford		£ 65.31

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

- b) **Payments since the last Council Meeting:** The Council **noted** that there had been no payments made since the last Council Meeting.
- c) **Receipts:** The Council **noted** that there had been the following receipt since the last Council Meeting.

Wiltshire Council. BACs Precept 24/25 Tranche 2 23.09.24 £ 6,000.00

- d) **Bank Account Balance/s:** The Council noted the following balances: **(noted)**

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 2023	£ 32,585.04
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)

036/24 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 had been scheduled for 23rd September, 22nd October, 25th November and 18th December 2024. Cllr Harford reported that the Steward had attended that day and had carried out works requested and may also be able to visit on a spare day. The Parish Steward would be approached to ascertain if he could source additional salt/grit bins **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. There had been a suggestion that replacing stiles with kissing gates ought to be considered on some Right of Ways. There used to be a LHFIG scheme that provided financial assistance towards kissing gates and this would be considered further. Cllr H Ham advised that he would be producing his yearly status update during October. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - i) The Council welcomed the various highway resurfacing works recently completed within the Parish. There were instances of flooding appearing on newly surfaced roads, which indicated that the verge grips needed reinstating and Cllr H Ham would raise this with the Highway Engineer.

037/24 STANDING ITEMS

- a) **Notice Boards:** The Council was aware that the Sheldon notice board glass/perspex door panel had been damaged and required replacement. The door panel was now missing. Following consideration **the Council agreed that** a new single panel notice board should be purchased of similar design quality as the Allington crossroads notice board. The Clerk would seek costs. **Cllr C Harford proposed, seconded Cllr H Ham and RESOLVED UNANIMOUSLY**
- b) **Emergency Planning:** Cllr H Ham advised that he would be considering updates as circumstances changed. Consideration would need to be given to incorporating a Flood Plan within the overall contingency planning for the Parish. **(noted)**
- c) **Flooding/Drainage:** There had been no change in circumstances since the last Council Meeting particularly relating to the whole of Fowlswick Lane and its' associated road junctions. **(noted)**
- d) **Community Safety/Neighbourhood Watch Scheme:** There had been no change in circumstances since the last Council Meeting. A later Minute refers to CCTV provision. Minute 039/24 (iii) **(noted)**
- e) **Parish/Community/Website/Newsletters/Social Media:** general issues and Parish communications, including communication between Elected Members. Cllr H Ham reminded all of the considerable time and effort that was required to produce each edition of the Newsletter and that suggestions for the Xmas/Winter edition would be welcomed. **(noted)**
- f) **Parish/Community Hall:** consultation, funding and general planning issues. The Council would receive a report at the next Council Meeting to consider options and to determine whether to proceed further. **(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)**
- n) **Neighbourhood Planning:** There was no update required. **(noted)**

038/24 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) **Discretionary Gully Service.** The Council had been reminded that the discretionary gully crew would visit the Parish if requested and details and Gully Worksheet had been received. Cllr H Ham and Cllr S Eades would address matters in conjunction with the Wiltshire Highway Engineer. **(noted)**
- b) **Winter Preparations 2024-2025.** The Council had been advised that Wiltshire Council were beginning their planning for the 2024/25 winter season and had provided the PEAS application details and form for the forthcoming season to be returned to the Weather Team by the 19th September 2024. Cllr H Ham would need to consider requirements. The Parish Steward would be approached to ascertain if he could source additional salt/grit bins. **(noted)**
- c) **The Longstone – A420.** Thanks to the combined efforts of Cllr C Harford and Cllr M Muller and family, remedial works had been completed. This would be publicised in the next Newsletter. **(noted)**
- d) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Parish Entrance Gates.** The Council had previously agreed to slightly re-site the Stowell Farm entrance gate and the contractor would complete the work when working in the locality to reduce costs. **(noted)**
- f) **Wiltshire Operational Flood Group North (OFGN).** A Flood Group Hybrid Meeting had been held on the 11th July 2024 in the Melksham Community Campus. Cllr S Eades had attended and during discussions had been advised that a Parish Flood Plan should be produced, often part of an Emergency Plan, and he had sought advice from officers involved. The next OFGN Meeting was scheduled for Thursday 26th September 2024. **(noted)**
- g) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 25th July 2024. The Note Tracker had been received. There had been no change in circumstances since the last Council Meeting. Future Meetings were scheduled for 10th October 2024 and 9th January 2025. **(noted)**
- h) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had last met on Monday 2nd September 2024 in the Wiltshire & Swindon History Centre. The next Meeting was scheduled for 4th November 2024. The next Parish Forum Meeting was scheduled for Wednesday 25th September 2024 at 7.00pm in Kington St Michael Village Hall. **(noted)**
- i) **Defibrillator Training Session.** The Council had previously agreed to be part of a joint session with other Parishes. **(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. **It was agreed that** Cllr H Ham would contact the Highway Engineer to discuss what local possibilities existed in the Parish.

- k) **Wiltshire Council - Briefing Note 24-16.** The Council noted receipt of a Briefing Note in regards to the Launch of the Home Upgrade Grant with EDF Energy. **(noted)**
- l) **Flood Wessex-Flood Warden Newsletter – Summer 2024.** The Council was reminded that a previous Flood Wessex Newsletter had advised that there were a number of events scheduled to assist and inform local community groups. The “Introduction to the Flood Warden Role” had already taken place. Sessions were planned until November 2024. The latest Summer edition had now been received and circulated. In addition the Environment Agency had produced updated information on Watercourse Rights and Roles. **(noted)**
- m) **WALC Annual General Meeting.** The Council had been informed that this would take place on Wednesday 25th September 2024 at 6.30pm in Unit C2, Beacon Business Centre, Hopton Park, Devizes SN10 2EY. **(noted)**
- n) **Wiltshire Council - Briefing Note 24-17.** The Council noted receipt of a Briefing Note in regards to the Septic Tank Upgrade Scheme (Revamp Your Tank). **(noted)** The Council was mindful that the Scheme had been restricted to the southern parts of the County and that it was hoped that a similar scheme could be considered for the northern areas as this could prove beneficial to local properties.
- o) **Wiltshire Council – Traffic Survey.** The Council had been advised of changes being made to traffic surveys in Wiltshire. **(noted)**
- p) **Wiltshire Neighbourhood Watch Association.** The Council had 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. **(noted)**
- q) **Community First AGM 2024.** The Council had been invited to attend the AGM to be held on Wednesday 9th October 2024 at 6.00pm in Devizes Town Hall. Registrations of interest had been requested by the 6th September 2024. **(noted)**
- r) **Neighbourhood County Parish Forum.** The Council recalled that the first Forum had been 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 was to be held in person at Police HQ, Devizes at 6.00pm until 8.00pm on Wednesday 20th November 2024. **(noted)**
- s) **Wiltshire and Swindon Local Nature Recovery Strategy (LNRS).** This was an ongoing exercise and following stakeholders involvement to produce a useable LNRS to decide on what needed to be done to aid nature’s recovery, areas had been mapped to suggest future nature improvement projects. An online survey was to run from Monday 23rd September to Friday 11th October 2024 when all responses would be used to make improvements to the map before it was subject to full consultation. An online webinar was to be held on Monday 30th September 6.00pm to 7.30pm. **(noted)**

039/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

i) The Clerk advised that Wiltshire Council would require the Parish Council to submit their Precept Requirement for year 2025/2026 within their set timescale. Because the Parish Council met at the end of January each year this prohibited the Parish Council complying with the timescale. To solve the problem the Parish Council always considered their budget and Precept at the November Council Meeting. **(noted)**

ii) The Clerk advised that Parish Council Elections would take place on the 1st May 2025. The Council would meet next on the 25th November 2024. Unless the Council called any Extraordinary Council Meetings this would mean that there would be only two remaining Council Meetings. These were scheduled for the 27th January (7.15pm) and 24th March 2025 (6.30pm). Because of the purdah pre-election period the Annual Parish Meeting would be scheduled for the 24th March 2024 at 7.30pm. **(noted)**

iii) Cllr M Muller raised the issue of CCTV provision at the Rugby Club end of Frogwell Lane adjacent to the A350 pedestrian walkway. This had been considered previously through the Chippenham Community Safety Forum who had contacted the Council as a result of a public safety concern. At that time the Council had decided to take no further action. It was suggested that the Council should revisit the issue. The Clerk would contact the Safety Forum to ascertain the present position in regards to CCTV monitoring provision and short and long-term costs.

There were no further issues raised.

040/24 DATE OF NEXT MEETING

The date of next Full Council Meeting was scheduled for **7.15pm, Monday 25th November 2024.**

Signed:

Chairman, Chippenham Without Parish Council

Date: **25th November 2024**