

# CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

20<sup>th</sup> November 2024

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 25<sup>th</sup> November 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)**  
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 23<sup>rd</sup> September 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/2024/09410 – Full Planning Permission  
Construction and Operation of a Solar Farm together with associated works, equipment and necessary infrastructure  
Land East of Battens Farm, Allington, Chippenham, Wiltshire SN14 6LT  
For Noventum Power Ltd **(see online) (For Decision)**

\*\* The Council will recall that some Members attended a public pre-application consultation event and that the Council submitted a formal response to the Planning Agents on the 23<sup>rd</sup> July 2024. A copy is attached for information. **(see attached)**

There are no further 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

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. Pursuant to Minute 034/24 (b). The Clerk submitted a response within the timescale as required. **(see attached) (to note)**

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. Pursuant to Minute 034/24 (c). The Clerk submitted a response within the timescale as required. **(see attached) (to note)**

There are no further matters to report at the time of publication of the Agenda.

**5. FINANCE:** To consider financial matters and to receive notification of any receipts and invoices for payment

a) **Payments to make** To note that there are no payments to make at the time of publication of the Agenda. **(to note)**

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 <sup>th</sup> September 2024	£ 22,928.37
HSBC Account No. 00000082	17 <sup>th</sup> September 2024	£ nil
Santander Business Account No 00000018	2 <sup>nd</sup> September 2024	£ 32,585.04
Santander Business Bond Account No 00000095	5 <sup>th</sup> 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)**

e) **Budget and Precept Requirement 2025/2026**

The Council has been notified of the timescale to submit their Precept Requirement for 2025/2026, being the 20<sup>th</sup> January 2025. They have been advised of their Band D Tax Base, this year being, (92.05). As usual the Band D property charge will result from the Council's Precept divided by the Tax Base. Last year the Tax Base was (91.77) with the Precept being £12,000.00 resulting in a £130.76 Band D property charge. The Council is scheduled to meet on the 27<sup>th</sup> January 2025 and cannot comply with the timescale. In these circumstances the Council considers their Budget for year 25/26 and required Precept at this Council Meeting. Should the Council retain a Precept requirement of £12,000.00 then using the new Tax Base this would result in a £130.36 Band D property charge, slightly less than last year. **(see attached)**

The Council increased their budget in 2021/2022 to £12,000.00 and has retained that figure for the following 3 years without using any of the existing capital funds held. To accommodate rising revenue costs and potential capital spending, without using any of the existing capital funds held, the Council may wish to consider raising the Precept Requirement. A projected Receipts & Payments Schedule for the year is attached for guidance. The Council has spent very little so far this year. However, there are known commitments before year-end and some potential spending if projects come to fruition (shown in red). The Council has taken over no local role in replacing Wiltshire Council lost services and unless other project spending is required then the overall Council spending could be around £9,253.12 and below predicted budget. **(see attached)** The Council is asked to consider their budget for Year 2025/2026 and Precept Requirement to notify Wiltshire Council within the timescale. **(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 are scheduled for 25<sup>th</sup> November and 18<sup>th</sup> 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: Pursuant to Minute 037/24 (a). The Council agreed to purchase a single glazed panel door version of the “Classic” style aluminium dark green RAL 6005 notice board situated at Allington crossroads for the Sheldon Corner site. The Company has advised that all “Classic” designs are 2 door. However, a single door version is available in their “Complimentary” style, which will match the Allington notice board with arch top shape and similar white lettering. Sizes vary but a 1189mm x 841mm top hung with stay brackets, with arched header panel and lettering including fixing posts of 3m length x 76mm dia in grey aluminium finish and including delivery will cost around £741.00 plus vat. A design proof and final costing would be provided if the Council wish to pursue this further. **(For Decision)**
- b) Emergency Planning: To consider Emergency Planning issues within the Parish. Later Agenda item 8 (l) also refers. **(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. The Autumn edition of the Parish Newsletter has been produced and delivered. **(to note) (For Decision)**
- f) Parish/Community Hall: Pursuant to Minute 037/24 (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 the Public Works Loan Board and Lottery Funding possibilities for a comprehensive report for the Council’s next Meeting to allow them 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.** Pursuant to Minute 038/24 (a). To receive and note any reports and updates and to consider any actions required. **(to note) (For Decision)**
- b) **Winter Preparations 2024-2025.** Pursuant to Minute 038/24 (b). To receive and note any reports and updates and to consider any actions required. **(to note) (For Decision)**
- c) **The Longstone – A420.** Pursuant to Minute 038-24 (c). The works have been completed and the item can be taken off the next Agenda. **(to note)**
- d) **Parish Council Database.** To receive any updates. **(to note)**
- e) **Parish Entrance Gates.** To receive any updates. **(to note)**
- f) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was scheduled for the 21<sup>st</sup> November 2024 10.00am-12.00noon in Melksham Community Campus. **(to note)**
- g) **Chippenham Local Highway and Footpath Group (LHFIG).** A LHFIG Meeting was held on the 10<sup>th</sup> October 2024. The Note Tracker has been received and circulated. To consider any actions required. The next is scheduled for 9<sup>th</sup> January 2025. **(see attached) (to note) (For Decision)**
- h) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The last Area Board Meeting was held on Monday 4<sup>th</sup> November 2024 in the Bowls Pavilion, Chippenham Sports Club. To receive any reports and updates. Future Area Board Meetings are scheduled for the 10<sup>th</sup> February, 20<sup>th</sup> May and 2<sup>nd</sup> June 2025. The Parish Forum met on Wednesday 25<sup>th</sup> September 2024 in Kington St Michael Village Hall. Main topics related to Police enforcement in the Community Area, including Community Speed Watch. The Notes from the Meeting have been received and previously circulated. The next Parish Forum Meeting is scheduled for Wednesday 27<sup>th</sup> November 2024 at 7.00pm in The Goss Croft Hall, Upper Seagry. The Guest Speakers will be from Wiltshire & Swindon Prepared LRF who will cover emergency planning and emergency hubs. There will also be updates from Wiltshire Police. **(to note)**
- i) **Defibrillator Training Session.** There is no update required. **(to note)**
- j) **Wiltshire Council - Briefing Note 24-19.** The Council has received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2025/26. Applications for competing bids are to be submitted by Friday 13<sup>th</sup> December 2024. **(see attached)** Members are reminded that a year ago the Council received Briefing Note 23-34 in regards to the 2024/25 Process and the Council agreed that as this was likely to be a yearly invitation the Council use the interim period (from January 2024) to consider proposals in readiness to submit. The matter has appeared on all Council Agendas since but no suggestions have been considered. **(to note) (For Decision)**
- k) **Neighbourhood Policing 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 was to be held in person at Police HQ, Devizes on Wednesday 20<sup>th</sup> November 2024. However, this has now been postponed “to allow further consultation with Area Boards and how this meeting links in with them”. **(to note)**

- l) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** This matter was deferred at the last Council Meeting. (Minute 24/058 (k) refers) 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. The Council also received an invitation to sign up to the Emergency Contact Hubs scheme. The LRF is renewing contact to promote and enhance “community building” that focuses on whole societal resilience and puts the community at the centre of local emergency response, not just flooding but also other events that might impact such as adverse weather and power outages. They wish to grow the network across the Wiltshire and Swindon footprint to ensure neighbouring communities are connecting with each other. Representatives of the LRF will be attending the next Parish Forum on the 27<sup>th</sup> November 2024. In the meantime the Council should review their own emergency planning situation to ensure it is fit for purpose. Previous information the Council has received from LRF is attached as a reminder. **(see attached) (to note) (For Decision)**
- m) **Flood Wessex-Flood Warden Newsletter – Autumn 2024.** The Council has received the latest Flood Wessex Newsletter. The Newsletter contains important flooding information and support together with Environment Agency News and Events, including Flood Warden Sessions. **(see attached) (to note)**
- n) **CCTV provision at the Rugby Club end of Frogwell Lane.** Pursuant to Minute 039/24 (iii). The issue of the provision of CCTV at the end of Frogwell Lane adjacent to the A350 pedestrian walkway was raised at the last Meeting. The matter has been raised with the Chippenham Community Safety Forum who will consider it as a public safety concern on a pedestrian link to and from the Town. The Safety Forum will consider the matter at a future Meeting and Council Member/s may need to attend to support any proposal. The CCTV monitoring provision and potential costs will be produced and presented for consideration. **(to note)**
- o) **Wessex Water Community Outreach Sessions.** The Council has been advised of the drop in sessions to allow customers to talk face to face. These are scheduled for Monday 20<sup>th</sup> January, 17<sup>th</sup> March and 12<sup>th</sup> May 2025 in Chippenham Library between 10am-12pm and 1pm to 2pm.**(see attached) (to note)**
- p) **Remote Meetings - Consultation.** Notification has been received that the Government is consulting on allowing Councils to hold remote Council Meetings. Members will recall that as an emergency measure during the Covid-19 pandemic authority was given for Council’s to meet remotely to allow business to continue. The Parish Council took advantage of this. Despite a National campaign to retain the measure, should Council’s wish to do so, the previous Government rescinded the powers in May 2021. The new Government is committed to allowing Councils to hold remote Council Meetings and has published a consultation paper. NALC will be responding and encourages all Parish and Town Councils, County Associations, individual Councillors and Clerks to participate in the essential consultation. This will continue to demonstrate the strong support for the flexibility to hold remote meetings, building on the momentum from the previous call for evidence. The Consultation closes on the 19<sup>th</sup> December 2024. The link to the consultation paper is <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/consultation/subpage.2024-10-22.4587630148/>
- q) **Parish Council Elections – 1<sup>st</sup> May 2025.** A Parish Council Update Newsletter has been received that is the first news on the election timetable, close of nominations etc. Of particular concern is the issue of Election costs for both contested and uncontested Elections. This is the first occasion that Wiltshire Council seek to recover costs. The Council will need to ensure that a suitable figure is included within the 25/26 budget to cover this additional cost. **(see attached) (to note)**
- r) **Parish Council Elections – 1<sup>st</sup> May 2025.** The Council is scheduled to meet on the 24<sup>th</sup> March 2025 at 6.30pm. The Parish and Unitary Council Election timetable will begin in mid-March and the 24<sup>th</sup> March Meeting will fall within the “purdah” period. The Annual Parish Meeting is scheduled to meet on the 24<sup>th</sup> March after the Council Meeting at 7.30pm. The close of nominations for election candidates will be 2<sup>nd</sup> April 2025.

Although the Council Meeting can take place the Agenda should not include items of a major commitment or of election nature. Similarly, the Annual Parish Meeting scheduled should not be a forum for election purposes. **(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 27<sup>th</sup> January 2025.**