

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

23rd July 2025

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 28th July 2025** commencing at **7.15 pm** 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)**
Apologies have been received from Cllr J Savage.

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 14th May 2025. **(see attached Draft Minutes) (For Decision)**

ii) Full Council Meeting 14th May 2025. **(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/2025/04898 - Householder Application
Proposed single-storey extension, installation of one window, and internal layout alterations
Allington Hall, Allington, Chippenham, SN14 6LW
For Wikstrom

* The timescale for a consultation response expired before this Council Meeting. From comments made by Council Members it indicated that there were no objections to the proposal and a consultation response to Wiltshire Council was made accordingly. **(to note)**

- b) PL/2025/04898 – Works to Listed Building
Proposed single-storey extension, installation of one window, and internal layout alterations
Allington Hall, Allington, Chippenham, SN14 6LW
For Wikstrom

* The timescale for a consultation response expired before this Council Meeting. From comments made by Council Members it indicated that there were no objections to the proposal and a consultation response to Wiltshire Council was made accordingly. **(to note)**

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

- c) Lime Down Solar Park – Statutory Consultation. The Council has previously commented on the proposals at each consultation stage. The Council has now received notification from Island Green Power/Lime Down Solar Park Limited that a Targeted Consultation was commencing on the 3rd June 2025 and ending on the 11th July 2025. The Consultation covers the refinement of previous plans and the cable route search corridor and these can be viewed at various locations and online. It is suggested that feedback will help to finalise the application for development consent likely to be submitted to the Planning Inspectorate later this year. Subject to obtaining consent, the earliest construction start would be in 2027. The Council may wish to consider the updated proposals and submit further comments. **(see attached) (For Decision)**
- d) PL/2024/10231 – Full Planning Permission
Proposed new access to Chippenham Rugby Football Club from the A350 as part of the proposed dualling process
Chippenham Rugby Football Club, Frogwell, Chippenham, Wiltshire SN14 0YZ
For Mr Ceri Morris-Chippenham Rugby Football Club **To receive any updates (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)**

M P Singer. Notice Board and Sign erection.	Inv 30484	10.06.25	£ 756.00
Mr H Ham. Defib pads.	Inv DW-169702	17.07.25	Reimbursement £ 147.60
Mr H Ham. Defib batteries.	Difibsupplies.co.uk	16.07.25	Reimbursement £ 669.60

- 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 June 2025	£ 28,361.81
HSBC Account No. 00000082	17 th June 2025	£ nil
Santander Business Account No 00000018	2 nd September 2024	£ 32,585.04
Santander Business Bond Account No 00000095	5 th April 2025	£ 62,925.55

- e) **Santander Bank Account/s - Chippenham** To receive any updates. **(to note)**

f) **HSBC Bank Account/s - Chippenham** To receive any updates . **(to note)**

g) **Annual Governance and Accountability Return Year Ending 31st March 2025**

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carries out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31st March 2025. The Parish Council is within those limits. Income being £12,000.00 (Precept) and expenditure £7,608.12.

The Parish Council can still request that the External Auditor carries out a limited assurance Review if they wish but they will be charged.

In these circumstances it is recommended that the Parish Council agree to issue a Certificate of Exemption to the External Auditor. **(For Decision)**

The Parish Council still needs to complete the Annual Governance Part 2 process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales. This includes the Period for Public Rights of Inspection that has already been published online. **(see attached) (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 visits for 2025 are scheduled for the 22nd July, 22nd September, 22nd October, 24th November and 16th December 2025. A Parish Steward Scheme Scope of Works has been provided. **(see attached) (to note) (For Decision)**
- b) Rights of Way – To raise general issues and to receive any updates. A later Agenda item refers to improving Rights of Way at a local level. Agenda item 8 (l) refers. **(For Decision)**
- c) Highway Conditions and Maintenance: To raise general issues and to receive any updates. **(For Decision)**
- d) B4039 – Fowlswick Lane Crossroads. Yatton Keynell has often raised highway concerns and on two occasions since the Council has last met has reported vehicle accidents that required emergency services attendance. The issues of potential highway improvements are well known but recently the issue of uncut grass highway verges that further restricts visibility has been raised. See also Agenda item 8 (e). **(For Decision)**

7. STANDING ITEMS:

- a) Notice Boards: Pursuant to Minute 018/25 (a). To receive any updates. **(to note)**
- b) Emergency Planning: To consider Emergency Planning issues within the Parish. Pursuant to Minute 018/25 (b). Wiltshire Council had reminded the Council, that they should have an up to date Community Emergency/Flood Plan, including Emergency Contact Hubs. **(For Decision)**
- c) Flooding/Drainage: To consider general flooding and drainage matters within the Parish. Pursuant to Minute 018/25 (c). To receive any updates. **(to note) (For Decision)**
- d) Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. Item 7 (b) above also refers. **(to note) (For Decision)**
- e) Parish/Community/Website/Newsletters/Social Media: To consider general issues and Parish communications, including communication between Elected Members. Members should consider their contact details and website information following the Elections. Members may wish to consider having their Gov.uk email addresses directed to their personal addresses. The Council should also consider producing Parish Newsletters for the Summer/Autumn/Winter. **(to note) (For Decision)**

- f) Parish/Community Hall: Pursuant to Minute 019/25 (f). The Council has agreed that no further action will be taken and the matter was raised as an Annual Parish Meeting item to ascertain any community views on the Council's decision. There were no differing views expressed by attendees and the matter is now closed. In due course the Council will need to decide how the funds held within the Council's Santander Bank Accounts are used for the benefit of the Parish. **(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 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 019/25 (a). To receive and note any reports and updates and to consider any further actions required. **(to note) (For Decision)**
- b) **Parish Council Database.** To receive any updates. . There has been no change since the Council last met. Promotion of the database in the next Newsletter could increase distribution numbers. **(to note) (For Decision)**
- c) **Parish Entrance Gates.** To receive any updates. **(to note)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group last met on the 29th May 2025 10.00-12.30 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). The Notes are attached. The date of the next Meeting was the 24th July 2025 and the Agenda and joining details were circulated. **(see attached) (to note) (For Decision)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** A LHFIG Meeting was held on the 9th June 2025. The Note Tracker was received. **(see attached)** The date of the next LHFIG Meeting is the 16th October 2025 at 10.00am to be held in Committee Room A, Monkton Park Council Offices. The Note Tracker will be provided when available. To consider any actions required. **(to note) (For Decision)**

Members are reminded that LHFIG has agreed to take no further action on any highway improvements at Allington Crossroads until a decision on the Rugby Club's A350 access proposals are determined. Notetracker Para 9.6 item 4-23-23 refers. **(to note) (For Decision)**

Members are also reminded that LHFIG has agreed to await the completion of the LSS and no further action on any speed limit implementation or highway improvements regarding the A420 Bumpers Farm roundabout to B4039 Yatton Keynell slip road turning. Members will be aware that the Council part funded an Atkins survey. Notetracker Para 6.12 item 4-21-28 refers. **(to note) (For Decision)**

- f) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 2nd June 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. To receive any updates. The Draft Minutes have been published online. The next is scheduled for the 15th September 2025

at the same venue. Further dates are scheduled for the 10th November 2025 and 9th February 2026. The Parish Forum met on Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. The Guest Speakers were from the Wiltshire Police Neighbourhood Team and Emily Malcolm of Yesterday's Story CIC who explored how local Parishes could be involved in a new Chippenham Heritage Project. To receive any updates. The next Forum Meeting is scheduled for Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall. **(to note)**

- g) **Defibrillator Provision within the Parish.** Pursuant to Minute 019/25 (g). The matter was raised as an Annual Parish Meeting item to ascertain any community views. Subsequently, the Council has been gifted the defibrillators and has taken over the responsibility. To receive any updates. **(to note)**
- h) **CCTV provision at the Rugby Club end of Frogwell Lane.** Pursuant to Minute 019/25 (h). The issue was to have been raised with the Chippenham Community Safety Forum on Tuesday 1st July 2025 but advice was received that the matter should be raised with LHFIF to gain support and advice from Highway Officers and potential funding. **(to note)**
(For Decision)
- f) **Wiltshire Flood Wardens Newsletter.** The Council received the first edition that provided links to updated flood risk maps, a reminder that Emergency/Flood Plans should be up to date, dates for Flood Warden Training Days and a Rural Runoff Project. The Council should take note of the issues raised. **(see attached) (to note) (For Decision)**
- g) **OPPC Road Safety Conference – Friday 4th July 2025.** The Council was notified by the Police and Commissioner that an “improving road safety” conference was to be held on Friday 4th July 2025 at Tidworth Garrison Theatre 10am to 4pm. One representative, from each Parish Council, was invited and from Community Speedwatch teams across the Force area. The event was cancelled. A survey is now being carried out on future arrangements. **(see attached) (to note) (For Decision)**
- h) **Wiltshire Council Briefing Note 25-04.** The Council has received a Briefing Note in regards to the Wiltshire's Housing Land Supply Statement. **(see attached) (to note)**
- i) **Wiltshire Council Briefing Note 25-05.** The Council has received a Briefing Note in regards to the Wiltshire Community Air Network. **(see attached) (to note)**
- j) **Flood Wardens Newsletter.** The Council has received the July 25 edition of the Environment Agency Flood Wardens Newsletter. **(see attached) (to note)**
- k) **Wiltshire Council Briefing Note 25-06.** The Council has received a Briefing Note in regards to the Launch of the fourth Solar Together Scheme for Wiltshire and Swindon. **(see attached) (to note)**
- l) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** Pursuant to Minute 019/25 (l). The Council received details of how Parish Councils can contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates were provided. **(see attached) (to note) (For Decision)**
- m) **Irad F Kennedy (Ken) – Stonehayes, Allington Lane.** The Council received the very sad news that Ken had passed away on evening of the 3rd May 2025. Ken had been a stalwart of Chippenham Without Parish both within the community and also serving as a Parish Councillor for a time alongside his wife Elizabeth. Ken will be missed by all and the Council will wish to record their thanks for the public record. **(For Decision)**
- n) **Wiltshire Council PEAS 25/26.** The Council has received the annual request for the coming winter season planning requirements. **(see attached) (For Decision)**

9. ANNUAL PARISH MEETING 2025: The Annual Parish Meeting was held on Wednesday 14th May 2025 at 7.30pm in The Pavilion, Allington Fields, Frogwell. The Draft Minutes from the Meeting will be published in due course. **(to note)**

10. 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.

11. DATE OF NEXT MEETING: The next Full Council Meeting is scheduled for **Monday 27th September 2025 at 7.15pm.**