

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

at

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

28th July 2025

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

Also Present: Wiltshire Cllr H Greenman and Mr V Vines 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 provided a further update on the changes in Wiltshire Council administration. He was concerned at the potential impact of increased housing numbers in Wiltshire, particularly on Chippenham and surrounding areas. He commented that the Parish Forum had held a successful Meeting on the 25th June 2025 and this had exposed many similarities in Parish Councils' concerns on the performance of Wiltshire Council and others that would be taken forward.

There were no further Reports received.

023/25 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Savage.

024/25 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.

025/25 MINUTES Members had been previously circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 14th May 2025. **Cllr M Muller proposed, seconded Cllr C Harford and RESOLVED UNANIMOUSLY**

- b) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 14th May 2025. **Cllr M Muller proposed, seconded Cllr C Harford and RESOLVED UNANIMOUSLY**

026/25 PLANNING

Planning Applications: Prior to the consideration of any Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- 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 prior to the Meeting it indicated that there were no objections to the proposal and a consultation response to Wiltshire Council was made accordingly. **(noted)**

- 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 prior to the Meeting it indicated that there were no objections to the proposal and a consultation response to Wiltshire Council was made accordingly. **(noted)**

There were no further planning applications considered.

Planning General:

- c) Lime Down Solar Park – Statutory Consultation.

The Council had previously commented on the proposals at each consultation stage. The Council had now received notification from Island Green Power/Lime Down Solar Park Limited that a Targeted Consultation commenced on the 3rd June 2025 and ended on the 11th July 2025. The Consultation covered the refinement of previous plans and the cable route search corridor. The applicant had suggested that feedback would help to finalise the application for development consent likely to be submitted to the Planning Inspectorate later this year and, subject to obtaining consent, the earliest construction start would be in 2027.

Following consideration of the amended proposals the Council considered that the amendments related to matters of detail and as they were against the principle of the proposals in this vast rural location resolved to re-state their previous objections. **Council Members had agreed that** the Clerk should respond to this consultation in order to meet the consultation timescale.

- 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

The Council understood that this planning application had been recently withdrawn as there were continuing objections being made by Wiltshire Highway Officers. The Parish Council had supported the proposals and felt that it would have been more appropriate if a formal decision had been made that exposed the reasons given for refusal that could be tested, perhaps on appeal. The Council continued in their support considering that this would alleviate problems associated with the A420 Allington crossroads and Frogwell Lane. Reference was made to the LHFIG decision to defer the consideration of A420 improvements until after the planning decision had been made. With the withdrawal of the application there was now a need to approach LHFIG for their further consideration of A420 problems from Bumpers Farm to the Yatton Keynell slip road junction. In addition there was a need to consider the upgrading of Frogwell Lane itself with the provision of passing bays and lighting as this would now remain the single source of entry to the Rugby Club. The Council would consider a formal approach to LHFIG once agreed solutions were prepared in conjunction with the Rugby Club.

There were no further planning matters reported.

027/25 FINANCE The Council considered financial matters and received notification of receipts and payments

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

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. Difib supplies	16.07.25 Reimbursement	£ 669.60

Cllr H Ham proposed, Cllr S Eades seconded 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 no receipts since the last Council Meeting.
- d) **Bank Account Balance/s:** The Council noted the following balances: **(noted)**
- | | | |
|---|--------------------------------|-------------|
| 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 2024 | £ 62,271.55 |
- e) **Santander Bank Account/s - Chippenham:**

There had been no change in circumstances since the last Council Meeting. Alternative banking provisions would be investigated. **(noted)**

f) **HSBC Bank Account/s - Chippenham**

There had been no change in circumstances since the last Council Meeting. Alternative banking provisions would be investigated. **(noted)**

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

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

In these circumstances **the Parish Council agreed to issue a Certificate of Exemption** to the External Auditor, submit to PKF Littlejohn LLP and publish on the Parish Council website. The Parish Council still needed to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales, including the Period for Public Rights of Inspection.

A Receipts and Payments Accounts spreadsheet had been presented for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out with no issues found.

The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2025 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2025. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2025 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

Cllr M Muller proposed, Cllr S Eades seconded and RESOLVED UNANIMOUSLY

028/25 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. Remaining Parish Steward visits for 2025

were scheduled for 22nd July, 22nd September, 22nd October, 24th November and 16th December 2025. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. A later Agenda item referred to improving Rights of Way at a local level. Minute 030/25 (o) refers. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. There was no change in circumstances since the last Council Meeting. However, the Council was aware that there was a need to replace several of the Council's speed signs in Allington Lane that had faded. A small stock was held for this purpose. A question remained as to why a highway cone was still sited on the roadside verge at the Allington Lane/Fowlswick Lane junction. It covered a hole that was a hazard and Cllr H Ham would report to Wiltshire Highways. **(noted)**
- d) **B4039 – Fowlswick Lane Crossroads.** Yatton Keynell PC had often raised highway concerns and on two occasions since the Council had last met had reported vehicle accidents that required emergency services attendance. The issues of potential highway improvements were well known but recently the issue of uncut grass highway verges that further restricted visibility had been raised. Minute 030/25 (e) below refers. **(noted)**

029/25 STANDING ITEMS

- a) **Notice Boards:** Pursuant to Minute 18/25/ (a). The replacement of the Sheldon notice board had been completed. The Council would consider further notice board provision in due course. **(noted)**
- b) **Emergency Planning:** Pursuant to Minute 018/25 (b). The Council had been reminded by, Wiltshire Council, that they should have an up to date Community Emergency/Flood Plan. Cllr H Ham would consider further and report accordingly. **(noted)**
- c) **Flooding/Drainage:** Pursuant to Minute 018/25 (c). There had been no change in circumstances since the last Council Meeting. **(noted)**
- d) **Community Safety/Neighbourhood Watch Scheme:** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Parish/Community/Website/Newsletters/Social Media:** general issues and Parish communications, including communication between Elected Members. Members should still consider their contact details and website information for updating the website, including preferred email addresses. Each Member would confirm whether they wished to re-direct Gov.uk emails to a preferred address. The Council needed to consider producing a Parish Newsletter or whether news and information could be circulated via the Council's database. Cllr S Eades agreed to produce an article for circulation that could also attract database interest. **(noted)**
- f) **Parish/Community Hall:** Pursuant to Minute 019/25 (f). The Council had agreed that no further action would be taken and the matter was to be 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 was now closed. In due course the Council will need to consider how the funds

held within the Council's Santander Bank Accounts are used for the benefit of the Parish. **(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)**

030/25 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.** Pursuant to Minute 019/25 (a). The Council was aware that the discretionary gully crew would visit the Parish when requested. The dates of visits would be requested. **(noted)**
- b) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. There was a need to find a way to promote the service to increase numbers. **(noted)**
- c) **Parish Entrance Gates.** All works had been completed with the installation of the remaining Gates on the A420 Bumpers Farm entrance left pending until the A350 works were complete. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 29th May 2025. Notes from the Meeting had been made available online. A Meeting had also been held on the 24th July 2025. The Agenda and joining instructions had been received. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting was held on the 9th June 2025. The Note Tracker had been received and circulated. The next was scheduled for the 16th October 2025 at 10am in Committee Room A, Monkton Park Offices. The Note Tracker would be provided when available. **(noted)**
 - i) Members were reminded that LHFIG had agreed to take no further action on any highway improvements at Allington Crossroads until a decision on the Rugby Club's A350 access proposals were determined. Notetracker Para 9.6 item 4-23-23 referred.

ii) Members were also reminded that LHFIG had agreed to await the completion of the LSS and that no further action on any speed limit implementation or highway improvements regarding the A420 Bumpers Farm roundabout to B4039 Yatton Keynell slip road turning would be taken. Members were aware that the Council had part funded an Atkins survey. Notetracker Para 6.12 item 4-21-28 referred.

As the Rugby Club's A350 access proposals would no longer be implemented there was now a need to raise all of the Parish issues with LHFIG at their next Meeting and **it was agreed that** representations would be made.

- f) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 2nd June 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The Draft Minutes had been published online. The next was scheduled for the 15th September 2025 in the same venue. Further dates were scheduled for the 10th November 2025 and 9th February 2026. The Parish Forum had met on Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. The Guest Speakers had been from the Wiltshire Police Neighbourhood Team and Emily Malcolm of Yesterday's Story CIC who had explored how local Parishes could be involved in a new Chippenham Heritage Project. The next Forum Meeting was scheduled for Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall. **(noted)**
- g) **Defibrillator Provision within the Parish.** Pursuant to Minute 019/25 (g). The matter had been raised at the Annual Parish Meeting to ascertain community views and support for the provision given. The Council had now been gifted the equipment and cabinets by the S W Ambulance Trust. Volunteers were now in place to carry out the required visual inspection. The Council had registered on The Circuit database. Recently it had been necessary to purchase batteries and pads to ensure the equipment was in good order. **(noted)**.
- h) **CCTV provision at the Rugby Club end of Frogwell Lane.** Pursuant to Minute 019/25 (h). The issue of the provision of CCTV at the end of Frogwell Lane would now be raised with LHFIG to gain support and advice from Highway Officers and potential funding assistance. **(noted)**
- i) **Wiltshire Flood Wardens Newsletter.** The Council had 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 noted the issues raised. **(noted)**
- j) **OPPC Road Safety Conference – Friday 4th July 2025.** The Council had been 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, had been invited and from Community Speedwatch teams across the Force area. The event had been cancelled. A survey was now being carried out on future arrangements and Members were encouraged to respond. **(noted)**
- k) **Wiltshire Council Briefing Note 25-04.** The Council noted receipt of a Briefing Note in regards to the Wiltshire's Housing Land Supply Statement and noted the potential implications if there was a change in planning policy to address the shortfall in housing provision. **(noted)**

- l) **Wiltshire Council Briefing Note 25-05.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Air Network. **(noted)**
- m) **Flood Wardens Newsletter.** The Council noted receipt of the July 2025 Edition of the Wessex Water/Environment Agency Flood Wardens Newsletter. **(noted)**
- n) **Wiltshire Council Briefing Note 25-06.** The Council noted receipt of a Briefing Note in regards to the Launch of the fourth Solar Together Scheme for Wiltshire and Swindon. **(noted)**
- o) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** Pursuant to Minute 019/25 (l). The Council had received details of how Parish Councils could contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates had been provided. Cllr H Ham would consider further. **(noted)**
- p) **Irad F Kennedy (Ken) – Stonehayes, Allington Lane.** The Council had 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, including a time alongside his wife Elizabeth. Ken would be missed by all and the Council wished to record their thanks for the public record.
- q) **Wiltshire Council PEAS 25/26.** The Council had received the annual request for the coming winter season planning requirements. Members would assess the requirements and a response would be made. **(noted)**

031/25 ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting had been held on Wednesday 14th May 2025 at 7.30pm in The Pavilion, Allington Fields, Frogwell. The Draft Minutes would be published in due course. **(noted)**

032/25 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

033/25 DATE OF NEXT MEETING

The next Full Council Meeting was scheduled for **7.15pm, Monday 22nd September 2025.**

Signed:

Chairman, Chippenham Without Parish Council

Date: **22nd September 2025**