

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

at

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

29th September 2025

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

Also Present: 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

There were no Reports received.

034/25 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M Muller. Cllr Muller was able to use Microsoft TEAMS to access the Council Meeting online.

035/25 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.

036/25 MINUTES Members had been previously circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 28th July 2025. **Cllr C Harford proposed, seconded Cllr H Ham and RESOLVED UNANIMOUSLY**

037/25 PLANNING

Planning Applications: There were no planning applications considered.

Planning General: The Council received notification of planning decisions received or other planning related Matters.

- 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
Approved with Conditions 20th August 2025
- 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
Approved with Conditions 20th August 2025
- c) PL/2025/06438 – Listed Building Consent (Alt/Ext)
Single storey rear infill extension and replacement timber windows
1, Lodge Cottages, Lanhill, Chippenham Wiltshire SN14 6LY
For Mr Snell and Miss Sumsion
Refused by Wiltshire Council 18th September –2025
- d) PL/2025/06274 – Householder Planning Permission
Single storey rear infill extension and replacement timber windows
1, Lodge Cottages, Lanhill, Chippenham Wiltshire SN14 6LY
For Mr Snell and Miss Sumsion
Refused by Wiltshire Council 18th September -2025

There were no further planning matters reported.

038/25 FINANCE The Council considered financial matters and received notification of receipts and payments

- a) **Payments :** The Council **noted** that there were no payments to make.
- 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 payment. Precept 25/26 Tranche 2 23.09.25 £ 6,000.00

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

HSBC Account No. 00000074	17 th September 2025	£ 26,768.61
HSBC Account No. 00000082	17 th September 2025	£ nil
Santander Business Account No 00000018	2 nd September 2025	£ 32,920.49
Santander Business Bond Account No 00000095	5 th April 2025	£ 62,925.55

- e) **Santander Bank Account/s - Chippenham:**

There had been no change in circumstances since the last Council Meeting. Cllr M Muller reported on alternative banking provision and this would be actioned at an appropriate time. **(noted)**

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

There had been no change in circumstances since the last Council Meeting. Cllr M Muller reported on alternative banking provision and this would be actioned at an appropriate time. **(noted)**

039/25 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. Cllr Harford had met the Steward and discussed requirements. Remaining Parish Steward visits for 2025 were scheduled for 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. Cllr H Ham would be providing his update report at the next Council Meeting. A later Agenda item referred to improving Rights of Way at a local level. **(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. The Parish Steward would be asked to add hardcore fill in various sunken lay bys **(noted)**

040/25 STANDING ITEMS

- a) **Notice Boards:** Pursuant to Minute 029/25/ (a). The Council would consider further notice board provision in due course. **(noted)**
- b) **Emergency Planning:** Pursuant to Minute 029/25 (b). Cllr H Ham had updated the Emergency Plan and lodged it with Wiltshire Council. **(noted)**
- c) **Flooding/Drainage:** Pursuant to Minute 029/25 (c). There had been no change in circumstances since the last Council Meeting. It was understood that the Stonehayes ditch was as clear as was possible but much would be rely on efficient outfall downstream during high floods. **(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. The Council still needed to consider the production a Parish Newsletter or whether news and information could be circulated via the Council's database. Cllr S Eades confirmed that he would produce an article for circulation that could also attract database interest. **(noted)**
- f) **Insurance:** There was no update required. **(noted)**
- g) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- h) **Asset Register:** There was no update required. **(noted)**

- i) **School Governor's Report/s:** There were no Reports. **(noted)**
- j) **Risk Assessment, Health & Safety and Management Register:** There was no update. **(noted)**
- k) **Freedom of Information Act-Publication Scheme:** There was no update. **(noted)**
- l) **Data Protection. GDPR:** There was no update required. **(noted)**
- m) **Neighbourhood Planning:** There was no update required. **(noted)**

041/25 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 030/25 (a). The Council was aware that the discretionary gully crew would visit the Parish when requested. **(noted)**
- b) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. There remained a need to find a way to promote the service to increase numbers. **(noted)**
- c) **Parish Entrance Gates.** As reported at the last Council Meeting 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. The Council asked that it be recorded that at the request of an adjoining Parish the Council had moved a gate at the Biddestone entrance to the Parish to improve perceived restricted visibility. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 18th September 2025 10.00-12.00 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). The date of the next Meeting was Thursday 20th November 2025, 10.00 to 12.00. The venue and hybrid meeting details would be provided. **(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)**

Pursuant to Minute 030/25 (e)

- 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 had been agreed that representations would be made. Members had attended an informal meeting with the Chippenham RFC to discuss implications and alternative options had been considered. A number of options raised difficulties, including costs and land ownership matters and one landowner had offered an alternative access off the A350 that the Council, sadly, considered as being impractical. The only option at this time appeared to be the upgrade of Frogwell Lane, with the provision of passing bays, lighting and potential CCTV provision.

The Parish Council would raise the following highways improvement matters for LHFIG consideration:

- Allington A420 crossroads (roundabout provision?)
- Fowlswick Lane/B4039 crossroads
- Yatton Keynell A420/B4039 slip road
- A420 reduced speed limit extension Bumpers Farm roundabout to Biddestone crossroads
- Frogwell Lane improvements including passing bays and lighting
- Frogwell Lane CCTV provision at A350 footbridge area.
- Refund of Atkins A420 survey funding assistance.

- f) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 15th September 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The next was scheduled for the 10th November 2025 at the same venue. A further date was scheduled for the 9th February 2026. The Parish Forum had met on Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker was from the Wiltshire Bobby Van Trust. The next Forum Meeting was scheduled for Wednesday 26th November 2025 at 7.00pm in a venue to be advised. **(noted)**
- g) **Defibrillator Provision within the Parish.** Pursuant to Minute 030/25 (g). There was no update required as both defibrillators were working and registered on "The Circuit" with volunteer supervision. **(noted)**.
- h) **CCTV provision at the Rugby Club end of Frogwell Lane.** Pursuant to Minute 030/25 (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 Council – Improving the Rights of Way Network at a Local Level.** There was no update required on this occasion. **(noted)**
- j) **Wiltshire Council PEAS 25/26.** Pursuant to Minute 030/25 (q). The Council had received the annual request for the coming winter season planning requirements. Cllr H Ham would assess requirements. **(noted)**
- k) **Wessex Water – Community Drop-in.** The Council had been advised that Wessex Water were holding sessions to allow customers to come and talk to them about water related issues, including bills. Local sessions were planned for

16th September and 18th November 2025 at 10-12am and 1-2pm in Chippenham Library, Market Place, Chippenham. **(noted)**

- l) **Wessex Water – Wiltshire Flood Warden Workshops.** The Council had been advised that Wessex Water and Wiltshire Council were running two flood warden workshops during September. The sessions would be on 16th September, Marlborough and 30th September, Salisbury 10.00am to 15.30pm. **(noted)**
- m) **Wessex Water – Lunch & Learn sessions.** The Council had been advised that Wessex Water run sessions and following one held on the 17th July provided information and guidance on flood resilience and flash flooding and future online meeting dates. **(noted)**
- n) **Community First AGM & Awards.** The Council had been advised that this would take place on Wednesday 8th October 2025, 5.30 to 7.30pm in Devizes Town Hall. The Council was also advised that Community First were seeking additional Trustees and a Trustee Chair. **(noted)**
- o) **Community Governance Review (CGR).** The Council recalled that under previous CGR's, land within the Parish had been under consideration for transfer into Chippenham and Yatton Keynell. Notification had been received that the Electoral Review Committee of Wiltshire Council would be considering future CGR's that should be conducted every 10-15 years or as circumstances required. The Council was not being asked for their opinion on potential changes but for their Clerk to provide factual information to advise if their Parish should be prioritised for review. Also if they wished to request any changes. The CGR would take place whether the Council wished it to, or not, and the Council considered if they wished to be proactive rather than re-active in order to reduce any negative impacts that might be proposed by others. Whilst this had some merit the Council felt that this could open up debate on other areas that might prove difficult to defend. The response was required by the 8th October 2025 **and it was agreed that** the Clerk would advise Wiltshire Council that no review was necessary at this time. **Cllr H Ham proposed, Cllr C Harford seconded and RESOLVED UNANIMOUSLY**
- p) **Wiltshire & Swindon Local Nature Recovery Strategy (LNRS).** From previous reports and consultations the Council was aware of the lengthy process to date and had been advised that the LNRS was now progressing to its adoption and publication process. During October Wiltshire Council would consider its adoption, publication and submission to DEFRA. Once adopted the LNRS would enter its delivery stage. Wiltshire Council had provided an update for Parish Councils. **(noted)**
- q) **Wiltshire Neighbourhood Watch Association AGM.** The Council had been advised that this would take place on Saturday 18th October 2025 at Wiltshire Police HQ, Devizes at 10.00am. Guest Speakers would be Chief Constable, Catherine Roper and Philip Wilkinson, Police & Crime Commissioner. **(noted)**
- r) **ANPR Camera – Burton.** Chippenham Community Area Parish Forum Members had received a Neighbourhood Policing Team update advising that research showed that many burglary offenders in the rural area were likely to live outside of Wiltshire and that offences in the villages adjacent to the B4049 from the Acton Turville direction through to the A420, including the Allington area suffered badly. There were proposals to install an ANPR camera on the route that could vastly improve detection rates but that this would be subject to funding. It

had been suggested that a camera installation would cost around £5k and that with local Parish Council support this could be installed within a short timetable. The Council considered and **agreed that a £300.00 Section 137 Grant** should be given towards the project. **Cllr H Ham proposed, seconded Cllr S Eades and RESOLVED UNANIMOUSLY**

042/25 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) The Clerk reminded that Council that to meet the timescale of Wiltshire Council the Council would consider their Budget and Precept Requirement for Year 2026/27 at the next Council Meeting. **(noted)**

There were no further issues raised.

043/25 DATE OF NEXT MEETING

The next Full Council Meeting was scheduled for **7.15pm, Monday 24th November 2025.**

Signed:

Chairman, Chippenham Without Parish Council

Date: **24th November 2025**