

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

19th November 2025

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 24th November 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 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)**

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

Council Meeting 29th September 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/2025/08130 – Listed Building Consent (Alt/Ext)
Replacement timber windows
1 Lodge Cottages, Lanhill, Chippenham SN14 6LY
For Mr Snell & Miss Sumsion **(see online) (For Decision)**

There are no further planning applications to consider at the time of publication of the Agenda. However, there are three matters for consideration.

- b) Wiltshire Gypsies and Travellers Development Plan Document Update (DPD).

Notification has been received that Wiltshire Council are re-commencing the process following the deferment of a decision and as part of the review they are re-opening their "call for sites" until the 21st November 2025 giving the opportunity for landowners to submit sites for assessment and potential allocation in the revised DPD. **(See also Agenda items 8 (h) and 8 (i) (For Decision))**

- c) Wiltshire Local Plan 2020-2038 Examination – Notification of Stage 2 & 3 Arrangements.

The Council was advised that in response to the Regulation 19 Consultation the next stages of the Local Plan Examination process will commence with the Stage 2 Hearing sessions from 10.00am on the 11th November to 13th November 2025 and 2nd December to 4th December 2025 with Stage 3 Hearings commencing from 10.00am on the 10th February to 12th February 2026, Tuesday 3rd March to 5th March 2026 and 17th March to 19th March 2026. All being held at Emmanuel's Yard, Church Street, Trowbridge BA14 8RZ. There was a deadline for written statements of the 20th October 2025 for Stage 2 matters and the 21st November for Stage 3 matters. The Council had previously responded and those representations will be considered by the Inspectors. **(to note)**

- d) Notice of Acceptance of an application for a Development Consent Order (DCO) by the Planning Inspectorate (on behalf of the Secretary of State) under Section 56 of the Planning Act 2008 – Lime Down Solar Park.

Notification has been received that proposals (EN010168) for Five Solar Array Sites, etc. was submitted to the Secretary of State on the 19th September 2025 and was accepted for examination on the 17th October 2025. Hard copy details can be viewed at Malmesbury, Chippenham, Corsham, Melksham and Yate Libraries. Representations and PINS Registration can be submitted by 23:59pm Friday the 9th January 2026. **(see attached) (For Decision)**

Planning General: To receive notification of any planning decisions received or other planning related Matters

- a) 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
Withdrawn by Applicant 8th October 2025

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 **(For Decision)**

Waste bin emptying contract. H Ham reimbursement	03.11.25	£ 225.00
Wiltshire Council. Election charges. Inv 92051833	14.10.25	£ 250.00
Annual Parish Meeting 2025. Expenses incurred. H Ham reimbursement		£ 120.00

- 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 October 2025	£ 32,768.61
HSBC Account No. 00000082	17 th October 2025	£ nil
Santander Business Account No 00000018	2 nd September 2025	£ 32,920.49

- e) **Santander Bank Account/s - Chippenham** To receive any updates. **(to note)**
- f) **HSBC Bank Account/s - Chippenham** To receive any updates. Since the Council has last met the bank has been conducting a Safeguard review the outcome of which is awaited. **(to note)**
- g) **Budget and Precept Requirement 2026/2027**

Wiltshire Council will notify the Council of the timescale to submit their Precept Requirement for 2026/2027. This will be before the Council next meets and in these circumstances the Council considers their Budget and required Precept at this Council Meeting. The Council will be advised of their new Tax Base but one can assume that it will not be significantly different from this year. The Band D property charge is based upon the Council Precept Requirement divided by the Tax Base. Last year, with the Precept being £12,000.00, it resulted in a £130.36 Band D property charge.

Members will recall that the Council increased their budget in 2021/2022 to £12,000.00 and has retained that figure for the following 4 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. .

There are known commitments before year-end and some potential spending (shown in red). The Council has taken over no local role in replacing Wiltshire Council lost services and unless other spending is required then the overall Council spending could be around £10,842.81 and below predicted budget. **(see attached)** The Council is asked to consider their budget for Year 2026/2027 and Precept Requirement to be able 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. Remaining Parish Steward visits for 2025 are scheduled for the 24th November and 16th December 2025. **(to note) (For Decision)**
- b) Rights of Way – To raise general issues and to receive any updates. **(to note) (For Decision)**
- c) Highway Conditions and Maintenance: To raise general issues and to receive any updates. Pursuant to Minute 039/25 (c). A meeting with the Highway Engineer is being arranged. **(to note) (For Decision)**

7. STANDING ITEMS:

- a) Notice Boards: Pursuant to Minute 040/25 (a). To receive any updates. **(to note) (For Decision)**
- b) Emergency Planning: To consider Emergency Planning issues within the Parish. Pursuant to Minute 040/25 (b). To receive any updates. **(to note) (For Decision)**
- c) Flooding/Drainage: To consider general flooding and drainage matters within the Parish. Pursuant to Minute 040/25 (c). To receive any updates. **(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. Members should consider their contact details and website information. Pursuant to Minute 029/25 (e). The Council should also consider further the issue of Parish Newsletters. **(to note) (For Decision)**
- f) Insurance: To consider and agree necessary amendments. No updates are required **(to note)**
- g) Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates. No updates required at this Meeting. **(to note)**

- h) Asset Register: To consider and agree necessary amendments and updates of Register. No updates required at this Meeting. **(to note)**
- i) School Governor's Report/s: To receive and to note any Report received. **(to note)**
- j) 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)**
- k) 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)**
- l) 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)**
- m) 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.** 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) **Wiltshire Operational Flood Group North.** The Flood Group met on the 18th September 2025 10.00-12.00 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). To receive any updates. The date of the next Meeting is Wednesday 19th November 2025, 10.00 - 12.00. The Agenda, venue and hybrid meeting details have been provided. The date scheduled for a further Flood Group Meeting is the 21st January 2026. **(see attached) (to note) (For Decision)**
- d) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting was held on the 16th October 2025 at 10.00am in Committee Room A, Monkton Park Council Offices. The Note Tracker has been provided. The next LHFIG Meeting is scheduled for the 8th January 2026 at 10.00am in the same venue. Pursuant to Minute 041/25 (e). A meeting is being arranged with the Highway Engineer. **(see attached) (to note) (For Decision)**
- e) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board met on Monday 10th November 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The Agenda was circulated and Minutes are now published. A further date is scheduled for the 9th February 2026. To receive any updates. As reported at the last Council Meeting the Parish Forum met on Wednesday 24th September 2025 in Kington St Michael Village Hall. The next Parish Forum Meeting is scheduled for Wednesday 26th November 2025 at 7.00pm in the St Mary Magdalene Church, Hullavington. The Guest Speaker will be from SSEN (Scottish & Southern Electricity Networks). **(to note) (For Decision)**
- f) **Defibrillator Provision within the Parish.** To receive any updates. **(to note)**
- g) **Wiltshire Council Briefing Note 25-07.** The Council has received a Briefing Note in regards to new Bus Stop Infrastructure Funding and Emerging Processes for Requests. **(see attached) (to note)**
- h) **Wiltshire Council Briefing Note 25-08.** The Council has received a Briefing Note in regards to the Gypsies and Travellers DPD and a call for sites. **(see attached) (to note) (For Decision)**
- i) **Wiltshire Council Strategic Planning – Call for Sites.** The Council, further to Agenda item (h) above has received further information and a call for sites. A response was required by the 21st November 2025. **(see attached) (to note) (For Decision)**

- j) **“Oaks at 80” Project.** The Great Western Community Forest has launched a project to plant Oak trees to commemorate the end of World War II. **(see attached) (For Decision)**
- k) **Flood Wessex Lunch & Learns Sessions.** The Council has received invitations. Future online Sessions are planned for the 27th November 2025 and the 22nd January 2026 and details have been provided. **(see attached) (to note)**
- f) **Wiltshire Council PEAS 25/26.** Pursuant to Minute 041/25 (j). The Council has received the annual request for the coming winter season planning requirements. To receive any updates. **(For Decision)**

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 Full Council Meeting is scheduled for **Monday 26th January 2026 at 7.15pm.**