

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

22nd April 2026

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 27th April 2026** 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 23rd February 2026. **(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)

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

- a) PL/2025/09650 – Householder Planning Permission
Alterations to annex (retrospective)
Lanhill House, Lanhill, Chippenham SN14 6LY
For Mr and Mrs Allam **Approved with Conditions 16th March 2026**

- b) PL/2026/00471 – Listed Building Consent (Alt/Ext)
Alterations to annex (retrospective)
Lanhill House, Lanhill, Chippenham SN14 6LY
For Mr and Mrs Allam **Approved with Conditions 16th March 2026**

- c) Lime Down Solar Park – Update 10th April 2026.

Wiltshire Council has provided an update to Councils who have registered as an Interested Party with the Planning Inspectorate (PINS). **(see attached) (to note)**

There are no further planning matters to report at the time of Agenda publication. **(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)**

| | | |
|---|----------|----------|
| Community First. Membership Renewal 26/27 | 01.04.26 | £ 40.00 |
| WALC. Subscription Renewal 26/27 Inv WALC- 0983 | 01.04.26 | £ 81.65 |
| Zurich Insurance Co. Policy YLL-2720935243. Renewal 01.06.26 – 31.05.27 | | £ 300.00 |

- b) **Payments made since last Meeting** To **note** payments made since the last Council Meeting.

| | | |
|--|----------|---------|
| Information Commissioner Data fees 26/27 | 19.03.26 | £ 52.00 |
| PKF Littlejohn LLP. External Audit fees. Year end 31.03.25 Inv SBA20253302 | | £ 48.00 |

- 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 March 2026 | £ 24,932.65 |
| HSBC Account No. 00000082 | 17 th March 2026 | £ 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* |

* any later balances will be advised at the Council Meeting

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

- f) **HSBC Bank Account/s - Chippenham** To receive any updates. The Bank has now provided mandate forms for completion. Members can complete at the Council Meeting where necessary. **(to note)**

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 are scheduled for the 23rd April, 22nd June, 22nd July, 22nd September, 22nd October, 23rd November and 15th December 2026. However, at the present time the service has been suspended for a concentration of highway pothole repairs throughout the County. **(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. **(to note) (For Decision)**

7. STANDING ITEMS:

- a) Notice Boards: To receive any updates. **(to note)**
- b) Emergency Planning: To consider Emergency Planning issues within the Parish. To receive any updates. **(to note) (For Decision)**
- c) Flooding/Drainage: To consider general flooding and drainage matters within the Parish. 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. The Council has agreed to prepare and circulate a Parish Newsletter, particularly to publicise the Annual Parish Meeting. **(to note) (For Decision)**
- f) Insurance: To consider and agree necessary amendments. The Zurich Municipal insurance is due for renewal on the 1st June 2026. **(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) 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)**
- j) 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)**
- k) 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)**
- l) 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 last met on Wednesday 18th March 2026, 10.00 - 12.00. The Agenda, venue and meeting details were provided. The Group has provided a Riparian Ownership & Responsibilities document that can be used to educate land owners. **(to note) (For Decision)**
- d) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting was held on the 31st March 2026 at 10.00am in Monkton Park Council Offices. The Note Tracker has been provided. The date of the next LHFIG Meeting is the 24th September 2026. A further date is scheduled for the 28th January 2026. The Highway Engineer visited the Parish on the 20th February 2026 and viewed the Parish blackspots. These subsequently appeared on the LHFIG Agenda. A request was made for the Council to submit Highways Improvement Forms. **(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 9th February 2026 in the Wiltshire History Centre, Chippenham. The next is scheduled for the 1st June 2026 in the same venue. The Parish Forum met on Wednesday 25th March 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker was Simon Smith, Wiltshire Council Senior Planning Officer. The next Parish Forum is scheduled for Wednesday 17th June 2026 at 7.00pm in Sutton Benger Village Hall. **(to note)**

- f) **Defibrillator Provision within the Parish.** To receive any updates. The S W Ambulance Trust joint training session was held in the Goss Croft Hall, Upper Seagry on the 14th April 2026. The Trust has confirmed that they are willing to hold annual sessions. **(to note)**
- g) **Wiltshire Council Briefing Note 26-02.** The Council has received a Briefing Note in regards to the Revamp Your Tank project. **(see attached) (to note)**
- h) **Wiltshire Council Briefing Note 26-03.** The Council has received a Briefing Note in regards to the revision of the Service Devolution & Asset Transfer Policy. To allow sufficient time for feedback the informal consultation period is extended to the 1st May 2026. **(see attached) (to note)**
- i) **Wiltshire Council Briefing Note 26-04.** The Council has received a Briefing Note in regards to the Crisis and Resilience Fund 2026 (CRF). The briefing outlines the transition from the Household Support Fund (HSF) to the new (CRF) and the support available to residents etc. **(see attached) (to note)**
- j) **WALC- Environment Network.** The Council will recall the Clerk attended the first meeting of this Network and can now update the Council. Attached is a brief summary and the presentations received. **(see attached) (to note)**
- k) **Wiltshire Council Guidance for Parish and Town Councils on receiving and use of CIL Funds 2026.** The Council has received this year's update. **(see attached) (to note)**
- l) **Wessex Water – Community Drop-in.** The Council has been advised that Wessex Water are holding sessions to allow customers to come and talk to them about water related issues, including bills. A local session is planned for Tuesday 5th May 2026 at 10-12am and 1-2pm in Chippenham Library, Market Place, Chippenham. **(to note)**
- m) **Register of Interests.** Council Members are reminded that by Law this should be completed on the Wiltshire Council website within 28 days of being elected/co-opted or when they have any change in circumstances. The Clerk will provide log-in and password details again, should this be required. **(to note)**
- n) **Wiltshire Council – Traffic Regulation Order Consultation.** The Council has been consulted on various proposed Traffic Orders. The Consultation period ends 1st June 2026. They relate to areas of the A350 and details have been circulated previously. Of particular interest are proposals for the Bumpers Farm Roundabout and the A420 route. The Council may wish to submit comments on the possibility of extending the 40mph limit further than proposed, possibly past the Allington Crossroads or even the Yatton Keynell turning?. **(see attached) (to note) (For Decision)**

9. ANNUAL PARISH MEETING 2026:

As agreed the Annual Parish Meeting is scheduled for Wednesday 27th May 2026 at 7.30pm, following the Council's earlier Meetings commencing at 6.15pm. The Council has agreed the format and some topics for discussion at the APM. Final Agenda items and arrangements were left for consideration at this Council Meeting. **(For Decision)**

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/S:

The Annual Council Meeting and next Full Council Meeting are scheduled for **Wednesday 27th May 2026** at 6.15pm and 6.30pm respectively.