

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

22nd May 2026

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 27th May 2026** commencing at **6.30 pm** (following the closure of the Annual Council Meeting) 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)**
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
Council Meeting 27th April 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) An Examination Procedure letter was received setting out the updated timetable and procedures

including notification of further hearings and accompanied site inspections. This provided the opportunity for the Council to provide input on areas of local concern that may have arisen in written form or at an Open Floor Hearing to be held on the 30th June 2026. **(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 **(For Decision)**

At the time of Agenda publication there are no payments to make.

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

At the time of Agenda publication no payments have been made.

- c) **Receipts** To note that there have been no receipts since the last Council Meeting. **(to note)**

Santander Business Bond Account interest 06.04.25 to 05.04.36	05.04.26	£ 631.93
Wiltshire Council. Precept 26/27 tranche 1	17.04.26	£ 6,000.00*

* not included in HSBC Account balance at the time of Agenda publication

- 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 2026	£ 63,557.48

- 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)**

- g) **Annual Governance and Accountability Return Year Ending 31st March 2026**

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carry 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 2026. The Parish Council is within those limits.

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 will include the Period for Public Rights of Inspection. **(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 are scheduled for the

22nd June, 22nd July, 22nd September, 22nd October, 23rd November and 15th December 2026. Parish Steward visits re-commenced on the 1st June 2026 following the suspension for the concentration on 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 circulated a Parish Newsletter publicising the Annual Parish Meeting. **(to note) (For Decision)**
- f) Insurance: To consider and agree necessary amendments. **(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) **Wiltshire Operational Flood Group North.** The Flood Group last met on Wednesday 18th March 2026 and was scheduled to meet on Wednesday 20th May 2026. Details have been provided. Further Meetings are scheduled for 22nd July, 23rd September and 11th November 2026. **(to note) (For Decision)**
- b) **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. **(to note) (For Decision)**
- c) **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)**

- d) **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. Local sessions are planned for Tuesdays 30th June, 25th August, 13th October and 8th December 2026 at 10am-12pm and 1-2pm in Chippenham Library, Market Place, Chippenham. **(to note)**
- e) **WALC. Road Safety Information Seminar.** The Council has been invited to this Seminar to be held on Friday 17th July 2026 at County Hall, Trowbridge at 1.00pm. Details have been circulated. **(to note)**

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 are scheduled for **Monday 27th July 2026** at 7.15pm, in The Pavilion, Allington Fields, Frogwell SN14 0YZ