

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES Annual Council Meeting

held at 6.15pm
The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ

27th May 2026

Present: Cllr H Ham, Cllr S Eades, Cllr C Harford and Cllr M Muller, and Cllr J Savage.

Also Present: Wiltshire Cllr H Greenman and Mr V Vines Clerk of the Council

NOTICE OF MEETING – Public Notice of the meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

001/26 ELECTION OF CHAIRMAN

Cllr M Muller proposed, Cllr C Harford seconded, that Cllr H Ham be elected to serve as Chairman of the Parish Council for the 2026/2027 Council Year. Cllr H Ham indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor H Ham signed his Declaration of Acceptance of Office.

002/26 ELECTION OF VICE CHAIRMAN

Cllr H Ham proposed, Cllr M Muller seconded, that Cllr C Harford be elected to serve as Vice Chairman of the Parish Council for the 2026/2027 Council Year. Cllr C Harford indicated his willingness to serve and it was **RESOLVED UNANIMOUSLY** that he be elected. Councillor C Harford signed his Declaration of Acceptance of Office.

003/26 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Savage.

004/26 CONFIRMATION OF CHEQUE SIGNATORIES

Cllr H Ham proposed, Cllr S Eades seconded, and it was RESOLVED UNANIMOUSLY that all Parish Council Members should be cheque signatories, with any two being authorised to sign. There was a requirement that the HSBC Bank mandates be completed by all Council Members.

005/26 CALENDAR OF MEETINGS FOR 2026/2027

The Parish Council considered a prepared Schedule of Full Council Meeting Dates and Planning Council Meeting Dates and agreed dates for the Council Year 2026/2027. **Proposed Cllr M Muller, seconded Cllr S Eades and RESOLVED UNANIMOUSLY.**

006/26 ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS

The Council agreed that there was no requirement for any Council Sub-Committees or Working Groups, but that this would be re-considered throughout the Council Year should the need arise.

007/26 ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

The Parish Council considered the need for appointments and agreed the following:

- Chippenham and Villages Area Board (Wiltshire Council) – Cllr H Ham
- Chippenham Community Area Parish Forum – Cllr H Ham and Cllr S Eades
- Wiltshire Council Operational Flood Group North (Link Member) – Cllr C Harford
- Chippenham Without Neighbourhood Plan Representatives – As this is now a monitoring role the whole Council will be involved.
- Community Designated Flood Warden and Flood Wardens – Cllr C Harford and Cllr H Ham
- Community Designated Neighbourhood Watch Coordinator – No appointment at this time. Mr V Vines will circulate information when necessary to the database.
- Community Designated Speedwatch Coordinator – No appointment
- Community Designated Emergency Planning Coordinator – Cllr H Ham
- Community Designated Rights of Way Warden – Cllr J Savage
- Wiltshire Council Parish Steward (Link Member) - Cllr C Harford
- Chippenham Local Highway and Footway Group (LHFIG) (Link Member) – Cllr H Ham
- Chippenham Climate & Ecological Emergency Forum (link Member) – Cllr S Eades

It was agreed that should the nominated Representative not be available to attend any Meeting efforts would be made to send a Deputy so that the Council was always represented.

Cllr H Ham proposed, Cllr S Eades seconded and RESOLVED UNANIMOUSLY that the appointments are approved.

008/26 COUNCIL POLICIES

The Council agreed to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of Conduct, Asset Register, Freedom of Information Act Publication Scheme, Complaints Policy, Vexatious Persons Policy and the Risk Assessment and Management Register. The Clerk would bring forward any changes required for consideration at future Meetings.

Cllr M Muller proposed, Cllr H Ham seconded and RESOLVED UNANIMOUSLY

009/26 COUNCIL INTERNAL AUDITOR

The Council considered the position of Internal Auditor for the Year 2026/2027 and confirmed that the Clerk should employ a suitable person.

**Cllr S Eades proposed, Cllr H Ham seconded and RESOLVED
UNANIMOUSLY**

010/26 DATA PROTECTION REGISTRATION

The Clerk confirmed that the Council was registered with the Information Commissioner under Registration Reference ZA347191. The Council is registered as a Data Controller under GDPR. Council Members are Data Processors as they hold personal information that should not be released into the public domain. **(noted)**

Signed:

Date: **27th July 2026**