

# **CHIPPENHAM WITHOUT PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 6.30pm**

**at**

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

**27<sup>th</sup> May 2026**

Present: Cllr H Ham (Chairman), Cllr S Eades, Cllr C Harford and Cllr M Muller.

Also Present: Wiltshire Cllr H Greenman and 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**

Wiltshire Cllr H Greenman raised the implications of the rejection of the Wiltshire Local Plan by the Local Plan Inspectors and subsequent withdrawal by the Council and the need for solutions to be found in going forward to meet the Government housing targets for Wiltshire where Chippenham would be expected to accommodate significant housing numbers above that envisaged in the draft Wiltshire Plan. It was important for the Parish that the A350 was retained as the Chippenham settlement boundary as once breached there would be further encroachment proposals as a precedent would have been set.

There were no further Reports received.

#### **010/26 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr J Savage.

#### **011/26 Declaration(s) of Interest – In accordance with Chippenham Without Parish Council's Code of Conduct (Adopted 24<sup>th</sup> November 2021) and Standing Orders (Adopted 26<sup>th</sup> January 2022)**

There were no Declarations of Interest.

#### **012/26 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 27<sup>th</sup> April 2026. **Cllr M Muller proposed, seconded Cllr S Eades and RESOLVED UNANIMOUSLY**

## 013/26 PLANNING

**Planning Applications:** There were no applications considered.

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

- a) Lime Down Solar Park.

An Examination Procedure letter had been received setting out the updated timetable and procedures including notification of further hearings and accompanied site inspections. This had 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 30<sup>th</sup> June 2026. **It was agreed that** Cllr H Ham would register for the Open Floor Hearing and present the Council's views on the highway impacts and works for the cable laying compounds.

There were no further planning matters reported.

## 014/26 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 receipts since the last Council Meeting.

|                                                           |          |            |
|-----------------------------------------------------------|----------|------------|
| Santander Business Bond A/c 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 |

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

|                                             |                                |             |
|---------------------------------------------|--------------------------------|-------------|
| HSBC Account No. 00000074                   | 7 <sup>th</sup> May 2026       | £ 30,708.00 |
| HSBC Account No. 00000082                   | 7 <sup>th</sup> May 2026       | £ nil       |
| Santander Business Account No 00000018      | 2 <sup>nd</sup> September 2025 | £ 32,920.49 |
| Santander Business Bond Account No 00000095 | 5 <sup>th</sup> April 2026     | £ 63,557.48 |

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

There had been no change in circumstances since the last Council Meeting.  
**(noted)**

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

The Clerk provided mandate forms for completion. All Council Members completed before returning to the Bank. **(noted)**

- g) **Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2026**

The Council was required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carried out the limited assurance review under Section

9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils could apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31<sup>st</sup> March 2026. The Parish Council was within those limits.

In these circumstances **the Parish Council agreed to issue a Certificate of Exemption** to the External Auditor, submit to PKF Littlejohn LLP and publish on the Parish Council website. The Parish Council still needed to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales, including the Period for Public Rights of Inspection.

The Clerk advised that the Internal Audit had been carried out with no issues found.

The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31<sup>st</sup> March 2026 for approval and Annual Return documentation.

- i) Accounts Year Ending 31<sup>st</sup> March 2026. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be submitted to the External Auditor and published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31<sup>st</sup> March 2026 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be submitted to the External Auditor and published on the Council website.

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

#### **015/26 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. Parish Steward visits were scheduled for the 22<sup>nd</sup> June, 22<sup>nd</sup> July, 22<sup>nd</sup> September, 22<sup>nd</sup> October, 23<sup>rd</sup> November and 15<sup>th</sup> December 2026. Visits would re-commence on the 1<sup>st</sup> June 2026 following the suspension for a concentration of highway pothole repairs throughout the County. Cllr C Harford hoped to be able to meet the Steward on his next visit. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. There had been no change in circumstances since the last Council Meeting and Cllr H Ham would provide a report to the later Annual Parish Meeting. One issue of concern, which would be raised at the next Parish Forum Meeting was that no matter how well the Parish Footpaths were maintained including accessible stiles/gates, when they reached adjacent Parishes

the through route may be stymied if those Footpaths were neglected and had inaccessible stiles/gates. **(noted)**

- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. There had been no change in circumstances since the last Council Meeting. The condition of an hard shoulder adjacent to Dairy House Farm in Allington Lane was raised and whether the Parish Council should intervene to carry out repair/maintenance works in a more timely manner than Wiltshire Highways. The potential for the creation of a lay-by was also discussed. It was pointed out that the Parish Council was not the Highway Authority and could not intervene on works within the highway. The matter would be kept under review. **(noted)**

## **016/26 STANDING ITEMS**

- a) **Notice Boards:** The Council noted that the Lanhill Oak notice board was deteriorating and the glazed door was swinging open. Cllr C Harford would view and carry out a temporary repair. Similarly the rear of the Sheldon Corner notice board had become detached and he would view this and carry out any necessary repair. **(noted)**
- b) **Emergency Planning:** Cllr H Ham continued to update the Emergency Plan when necessary. **(noted)**
- c) **Flooding/Drainage:** There had been no change in circumstances since the last Council Meeting. There still remained a need to encourage land owners in Broad Lane to maintain their highway ditches. The ownerships were being identified and the Council would use the Wiltshire Council letter templates to contact relevant owners. **(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 had produced a Parish Newsletter to publicise the Annual Parish Meeting that had been circulated to all properties in the Parish by Royal Mail. **(noted)**
- f) **Insurance:** The Council's Zurich Municipal policy would renew on the 1<sup>st</sup> June 2026. **(noted)**
- g) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- h) **Asset Register:** There was no update required. **(noted)**
- i) **Risk Assessment, Health & Safety and Management Register:** There was no update. **(noted)**
- j) **Freedom of Information Act-Publication Scheme:** There was no update. **(noted)**
- k) **Data Protection. GDPR:** There was no update required. **(noted)**

- l) **Neighbourhood Planning:** There was no update required. Community involvement in a potential review would be raised at the later Annual Parish Meeting. **(noted)**

## **017/26 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) **Wiltshire Operational Flood Group North.** The Flood Group had last met on Wednesday 18<sup>th</sup> March 2026. The date scheduled for the next Flood Group Meeting was the 20<sup>th</sup> May 2026. Further Meetings were scheduled for 22<sup>nd</sup> July, 23<sup>rd</sup> September and 11<sup>th</sup> November 2026. **(noted)**
- b) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting had been held on the 31<sup>st</sup> March 2026 at 10.00am in Monkton Park Council Offices. The Note Tracker had been provided. The date of the next LHFIG Meeting was the 24<sup>th</sup> September 2026. A further date was scheduled for the 28<sup>th</sup> January 2026. **(noted)**
- c) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 9<sup>th</sup> February 2026 at 7.00pm in the Wiltshire History Centre, Chippenham. The next was scheduled for the 1<sup>st</sup> June 2026 in the same venue. The Parish Forum had met on Wednesday 25<sup>th</sup> March 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker had been Simon Smith, Wiltshire Council Senior Planning Officer. The next Parish Forum was scheduled for Wednesday 17<sup>th</sup> June 2026 at 7.00pm in Sutton Benger Village Hall. **(noted)**
- d) **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 Tuesdays 30<sup>th</sup> June, 25<sup>th</sup> August, 13<sup>th</sup> October and 8<sup>th</sup> December 2026 at 10am-12pm and 1-2pm in Chippenham Library, Market Place, Chippenham. **(noted)**
- e) **WALC. Road Safety Information Seminar.** The Council had been invited to this Seminar to be held on Friday 17<sup>th</sup> July 2026 at County Hall, Trowbridge at 1.00pm. Details had been circulated. **(noted)**

## **018/26 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

## **019/26 DATE OF NEXT MEETING**

The next Full Council Meeting was scheduled for **Monday 27<sup>th</sup> July 2026 at 7.15pm** in The Pavilion,, Allington Fields, Frogwell, Chippenham SN14 0YZ

Signed:

Chairman, Chippenham Without Parish Council

Date: **27<sup>th</sup> July 2026**