

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

St Peter's Church Main Hall, Lordsmead, Chippenham

29th September 2021

Present: Cllr P Reynolds (Chairman), Cllr S Eades, Cllr C Harford, Cllr H Ham (Vice Chairman) and Cllr Mrs L Selman.

Also Present: Wiltshire Councillor H Greenman, Mrs Ryddian Roper and Mr V Vines MBE 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.

PUBLIC QUESTION TIME

Mrs Ryddian Roper explained to the Council the reasoning behind planning application PL/2021/07818 (Agenda item 5 referred). There was a need to remove the diseased pink Chestnut trees to potentially save and allow future growth of the white Chestnut trees within the avenue. There was an intention to remove the root systems to allow the possibility of replanting replacement native trees. She was advised that the Council had already responded to the Wiltshire Council consultation in a favourable manner.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Councillor H Greenman briefly reported on Wiltshire Council matters, emphasising again that the Council should be mindful of Wiltshire Council service cuts and budgeting problems and that there was a need for the Parish Council to consider local funding any lost services. He also stressed how staffing levels at Wiltshire Council were affecting staff moral and health, particularly referring to planning staff. He referred to the importance of commenting on the Climate Change Strategy raising matters that were felt important to the Parish.

There were no further Reports received.

036/21 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

037/21 Declaration(s) of Interest – In accordance with Chippenham Without Parish Council's Code of Conduct (Adopted 28th May 2014) and Standing Orders (Adopted 28th May 2014)

There were no Declarations of Interest.

038/21 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 21st July 2021. **Cllr S Eades proposed, seconded Cllr H Ham and RESOLVED UNANIMOUSLY**

039/21 REGULARISATION OF PARISH COUNCIL MEETINGS

Council Members were aware that as from the 7th May 2021 Virtual Council Meetings were no longer allowed and the Council had been expected to return to face-to-face Meetings. Following the Council Elections held in May the Council had been unable to hold Meetings because of unavailability of a public venue and continuing concerns expressed by some Members in regards to their own personal Covid-19 concerns that could have resulted in difficulties in forming a quorum. It had been agreed that the continued use of properly publicised virtual Meetings was necessary to continue Council business and that all decisions taken since the 19th May 2021 would be ratified at the first available face-to-face Meeting. The time was appropriate for a face-to-face Meeting and the Council was able to confirm all decisions made at Council Meetings held on the:

Council Annual Meeting held 19th May 2021
Full Council Meeting held 19th May 2021
Council Planning Meeting held 30th June 2021
Full Council Meeting held 21st July 2021

Cllr P Reynolds proposed, Cllr C Harford seconded and RESOLVED UNANIMOUSLY

040/21 PLANNING

Planning Applications: Prior to the consideration of the Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received

- a) PL/2021/07610 – Full Planning Application
Development of a 20MW Battery Storage Facility
The Barn south east of 8 Tiddlywink, South From Yatton Keynell to Crossroads,
Yatton Keynell SN14 7BY
For Mr John McQueen

Following consideration of the application **the Council resolved to raise no objections to the principle of the proposal.**

However, they were mindful of the planning history relating to the site, particularly extant application reference 19/10628/FUL. The Council had no technical expertise on the health and safety relating to a change from the permitted 10MW scheme to 20MW and trusted that other expert consultees would advise Wiltshire Council accordingly. It appeared that the revised proposal arrived on the basis that the already commenced scheme was financially unviable.

On the face of it, unless there were serious health risk implications then the Council agreed to raise no objections to the principle of the proposals. However, the Council noted that in order for the development to proceed a revised internal

site layout was required and that this required the removal of the existing barn. The applicant suggested that without this, no viable option to achieve the viable capacity could be achieved.

The loss of the existing building was unacceptable to the Parish Council and, **although accepting the principle, the Council raised objections to the application** until an amended proposal was received showing the retention of the barn as part of the development.

Cllr P Reynolds proposed, Cllr S Eades seconded and RESOLVED UNANIMOUSLY

- b) PL/2021/08576 – Full Planning Application
Change of Use of Land from Agricultural to Extended Domestic Garden
Wellclose Farm, A420 Yatton Road to Bristol Road, Allington, Lanhill SN14 6NB
For Mr John Young

Following consideration of the application **the Council resolved to raise no objections to the proposal.**

Cllr P Reynolds proposed, Cllr C Harford seconded and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

Planning General: The Council received notification of Planning Decisions received or other Planning related Matters

- a) *PL/2021/05350
Notification for Prior Approval Under Class Q - Conversion of Agricultural Building to form 2 Dwellings and for Associated Operational Development
Wellclose Farm, Lanhill, Nr Chippenham SN14 6NB
For Mrs V Fortune

*The Council had been re-consulted on this amended application. Having previously supported the original application and had no objections in principle the Council had raised no objections.

- b) **PL/2021/07818 – Trees in Conservation Area Application
Fell 8 Pink Canded Horse Chestnut Trees
Allington Grange Allington, Chippenham SN14 6LW
For Mr Anthony Roper

**The Council had been consulted on this tree application. The information provided had been inadequate and having concerns the Council had raised objections and sought re-planting if the felling was proved necessary. Subsequently, more details had been provided and the Council had advised that they had no objections and suggested that some replanting of native trees might be appropriate.

There were no further planning related matters reported.

041/21 FINANCE The Council considered financial matters and received notification of receipts and payments

- a) **Payments :** The Council considered and approved the following payment:

Wiltshire Citizens Advice. Section 137 Grant £ 50.00

Cllr P Reynolds proposed, Cllr Mrs L Selman seconded and RESOLVED UNANIMOUSLY

- b) **Receipts:** The Council noted that there been no receipts since the last Council Meeting. **(noted)**

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

HSBC Account No. 41561774	17 th August 2021	£ 11,927.86
HSBC Account No. 41561782	17 th August 2021	£ nil
Sandtander Business Account No 38233118	2 nd Sept 2021	£ 32,004.00
Sandtander Business Bond Account No 00008195	2 nd Sept 2021	£ 61,613.67

- d) **Bank Account Balance Transfer**

The Council considered and agreed to transfer £12,000.00 from the Santander Business Account to the HSBC Account to allow working funds for year 2021/2022. Council Members were aware that when the Parish Precept was received from Wiltshire Council, it was deposited in the Santander Account and it was normal practice to transfer funds to the HSBC Account.

Cllr P Reynolds proposed, Cllr Mrs L Selman seconded and RESOLVED UNANIMOUSLY

042/21 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) **Allington Action Group.** There was no updated required. **(noted)**
- b) **Neighbourhood Planning.** The Council received an update from Cllr S Eades on behalf of the Steering Group regarding the Allington and Sheldon Neighbourhood Area Plan. The Steering Group was still awaiting decisions from Wiltshire Council in regards to the need for a Strategic Environmental Assessment and continued to hope that they could soon be able to move forward with the Regulation 14 Consultation stage. This would involve consultation with all Parishioners and the assistance of the Parish Council to achieve this as agreed at previous Council Meetings. **(noted)**
- c) **WiltshireOnline – High Speed Broadband – Gigaclear.** There remained outstanding reinstatement measures and these had not been addressed by Gigaclear. It was considered that Wiltshire Council Highways had ultimate responsibility and details would be forwarded to Wiltshire Cllr H Greenman to raise.
- d) **Allington Lane reinstatement/signage.** There was no update required. **(noted)**
- e) **Frogwell Lane – CCTV Provision.** The Council had been invited to a Virtual Chippenham Community Safety Forum Meeting. The Head of Community

Development had reported on a potential solution to the “lighting and CCTV” proposal for either side of the A350. This was to include a future financial proposal and would depend on how the 2022/2023 budget forecast was agreed. It had been suggested by the Officer that maybe the Chippenham Area Board could help fund part of the costs involved. The Parish Council could be asked to assist with funding. The Council had no further details to consider and would await further communication. **(noted)**

- f) **The Longstone – A420.** The Council had agreed that advice on remedial works should be sought from Wiltshire Council and preliminary advice had been received. Advice had also been sought from Historic England and following assessment they had advised that the matter was under the planning remit of Wiltshire Council. Further advice from Wiltshire Council was sought and the advice received indicated that the matter needed to be raised through the MyWilts online reporting system as in the past Parish Stewards had undertaken this type of repainting. However, they had stressed that it may be assessed by the Steward that stonework repairs may need more specialist input. The Parish Council considered further action and Cllr P Reynolds would speak with the Parish Steward. **(noted)**
- g) **Community Area Transport Group.** CATG had met on the 14th September 2021. The Council had been invited to attend and/or raise issues in advance. A later Agenda item referred. **(noted)**
- h) **Wiltshire Operational Flood Group North (WOFGN).** WOFGN met on the 15th September 2021. The next Meeting was scheduled for 17th November 2021. The Council had been invited to attend and/or raise issues in advance. **(noted)**
- i) **Community First AGM 2021.** The Council had been advised that the AGM would be held online by Zoom on Wednesday 6th October 2021 at 6.00pm. There was a need to register interest in attending to receive AGM papers and joining details. **(noted)**
- j) **Wiltshire Council Climate Strategy.** The Council had been notified that the Council was consulting on its’ draft Climate Strategy from the 1st September 2021 for a period of 6 weeks until 17th October 2021. Its’ aim was to meet their pledge to be carbon neutral by 2030. The consultation documents and information was available at www.wiltshire.gov.uk/green-economy from the 1st September 2021. **Council Members agreed to** view online and submit individual responses.
- k) **Wiltshire Council - Briefing Note No 21-15.** The Council had received a Briefing Note in regards to the Climate Strategy and Natural Environment Plan-Consultation. The Note explained how the public could be involved and the role the Parish Council could play in supporting the consultation and raising awareness. **(noted)**
- l) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The Area Board had met on Monday 27th September 2021. The Council would be notified of the next Parish Forum Meeting date when scheduled. **(noted)**
- m) **Parish Council Database.** The Council had agreed to consider how to involve Parishioners more in local matters to raise enthusiasm levels and increase involvement and participation. This would allow better engagement with the

electorate. The matter had been deferred until the Neighbourhood Plan Steering Group's further consultation process had been agreed. There was no further action required at the present time. **(noted)**

- n) **Chippenham Without Parish Council Policies.** At the Annual Council Meeting, held on the 19th May 2021, the Council had agreed to consider any changes required to existing Adopted Policies at future Meetings. There was a proper process to be followed. Any changes proposed/suggested needed to be agreed by the Council and then finally agreed at the following Council Meeting after giving time for reflection. It was normal practice, to ensure correctness, to follow national guidelines as far as possible. The Parish Council's Code of Conduct when last adopted had followed national guidelines at that time with small changes to accommodate local circumstances. There was a need to consider updating the Policy following the most recent guidance given. There were a number of Model Templates prepared by NALC and the LGA and the draft Code of Conduct circulated was based upon these for Members consideration. **The Council agreed that the draft update was acceptable and further consideration and agreement would be given at the next Council Meeting. Proposed Cllr H Ham proposed, seconded Cllr C Harford and RESOLVED UNANIMOUSLY**

- o) **Wiltshire Council - Briefing Note No 21-11.** The Council had received a Briefing Note in regards to Wiltshire Council Mowing Policy. While noting the good intentions in regards to wild life/flowers etc., the Council had been concerned that highway safety could be compromised, particularly throughout the rural areas at road junctions and where pedestrians sought verge refuge from traffic. In addition the uncontrolled growth of Certifiable weeds, such as Ragwort was a significant concern. The Council had felt that Wiltshire Council should be mindful if this and should be advised of the concerns. The Parish Council had also been concerned that they should be in compliance with the Wiltshire Policy themselves in any work they carried out so as not to undermine the efforts of Wiltshire Council. The Council had been aware that there was a variety of views on the subject and Cllr H Ham had agreed to prepare a briefing note for future consideration. Members were re-circulated with a copy of the letter sent to Wiltshire Highways. There had been no response from Wiltshire Highways to date. **(noted)**

- p) **Meeting Venue.** The Council had wished to consider a Meeting Room within the Parish. For a number of years the Council had met in St Peters Church Main Hall. Members had considered that a suitable alternative would be the Cricket Club Pavilion. Council Members had been previously advised on venue requirements to hold a Council Meeting. Both venues had now indicated that they could accommodate the Council. Costs had been investigated and information and guidance was circulated. There was a need for future long-term arrangements to be made as there needed to be consistency in venue, not only for Council Members but also for the public and press. The costs to date indicated that the existing venue would be less of an expense on the public purse. Council Members suggested that the alternative venue should be asked to consider hiring costs on the basis of a community facility rather than from their usual business hire. The Clerk was pursuing this. Cllr P Reynolds indicated that he would approach Club officials on the matter. **(noted)**

- q) **Wiltshire Council Weather Team.** The Council had been asked to undertake an audit of salt bins and to complete the PEAS equipment/salt process. Cllr H Ham

had completed this and arrangements were made to collect from the local depot on the 8th October 2021. The Council was reminded that they were to install an additional salt bin in the Sheldon Corner area before last winter and that this still needed to be actioned. Cllr P Reynolds had indicated that he would arrange for the Parish Steward to provide and install a second hand bin. He questioned the siting and various alternatives were discussed. Cllr Mrs L Selman would confirm a suitable location.

- r) **Queen's Platinum Jubilee 2022.** The Council had considered how they might become involved in the Queen's Platinum Jubilee Celebrations occurring next year. Various national projects/schemes were being promoted, including tree planting and also a chain of Beacons to be lit at 9.15pm on 2nd June 2022. There remained a need for the whole community to become involved so that matters could be considered further and volunteers would need to be found. The matter was deferred until the next Meeting.
- s) **Wiltshire Council - Briefing Note No 21-12.** The Council had received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process at the last Meeting. This provided the opportunity of proposing highway improvements to submit to CATG. The issue of the reduction in A420 speed limits had now been raised with CATG. A later Agenda item referred. **(noted)**
- t) **Wiltshire Council - Briefing Note No 21-16.** The Council had received a Briefing Note in regards to Proposed Changes to the Taxi Tariff Schedule for Hackney Carriages and subject to the consultation process they would take place on 4th January 2022. **(noted)**
- u) **Wiltshire Local Plan Review Consultation.** The Consultation had been held between 13th January and 9th March 2021. The Council had submitted representations. The latest edition of Wiltshire News (22/09/21) reported that the Full Consultation Report together with the submitted responses was now available online. The statement on the Gypsy and Traveller Plan Consultation, which took place at the same time was also available online. **(noted)**

043/21 STANDING ITEMS

- a) **Parish/Community Hall:** consultation, funding and general planning issues. The matter was in abeyance until the Neighbourhood Plan reached a conclusion. **(noted)**
- b) **Notice Boards:** There had been no progress on the provision of the additional and replacement notice boards. The Council had agreed that as part of a communications strategy the provision of public notice boards was required. They had determined the need for 3 replacements of existing boards in existing locations and 1 additional board in Allington Lane. The Clerk had previously provided details of "man made timber" double door boards that were being installed locally and Cllr P Reynolds had agreed to pursue local options based upon similar design. The issue of need was raised and discussed and a view taken that 2 notice boards were sufficient for the Parish despite the previous resolution and Cllr P Reynolds would proceed on this basis.
- c) **Insurance:** There was no update required. **(noted)**
- d) **Emergency Planning:** There was no update required. **(noted)**

- e) **Flooding/Drainage:** There was no update required. **(noted)**
- f) **Parish/Community/Website/Newsletters/Social Media:** general issues and Parish communications, including communication between Elected Members. The Clerk confirmed that he was investigating how to accommodate additional information on the website to include newsletter updates and a notice board provision and confirmed that the latter would have Council control on content. **(noted)**
- g) **Council Award Scheme:** There was no update. **(noted)**
- h) **Council Standing Orders & Code of Conduct:** An earlier Agenda item referred. **(noted)**
- i) **Asset Register:** There was no update. **(noted)**
- j) **School Governor's Report/s:** There were no Reports. **(noted)**
- k) **Risk Assessment, Health & Safety and Management Register:** The Council had agreed to review all Policies in the forthcoming year. **(noted)**
- l) **Freedom of Information Act-Publication Scheme:** The Council had agreed to review all Policies in the forthcoming year. **(noted)**
- m) **Community Safety/Neighbourhood Watch Scheme:** There was no update. **(noted)**
- n) **Data Protection. GDPR:** There was no update required **(noted)**

044/21 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 the Council's Link Member and also by the MyWiltshire App system. The Parish Steward continued to work using the previously submitted template unless otherwise advised by the Link Member. Parish Steward visits were scheduled for 1st September, 29th September, 27th October and 24th November 2021. The Council acknowledged the recent work carried out by the Parish Steward and assistants on the A420 footpath and asked that thanks be passed on. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. The Clerk had circulated the latest edition of the Definitive Map and Schedule received from Wiltshire Council. It was reported that in recent days the Rights of Way Officer had renewed some signage in Allington Lane. This was welcomed. There was an indication given that the communications over the last 2 years with Wiltshire Rights of Way, that included Cllr H Ham's (Community Footpath Warden) Rights of Way Reviews, had not been received by the local Rights of Way Officer. The matter would be investigated and Wiltshire Cllr H Greenman copied in. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

i) A420 Longstone junction-Yatton Keynell road. The Council had raised the issue of speed restrictions with the Director of Wiltshire Highways. The Council had been advised that the issue fell within the remit of CATG. The Clerk had now raised the matter with CATG. Notes of the Meeting held on the 14th September 2021 had been received and circulated. There would be a requirement to pay a 25% contribution (£625.00) towards the traffic survey and assessment costs. **(noted)**

ii) A350 dual carriageway-essential works. The Council had been notified that Wiltshire Council was undertaking essential work to refurbish and upgrade the traffic signals north of Chippenham at Plough Crossroads, Kington St Michael, from 3rd October until 5th November 2021. There would be a temporary speed limit of 30mph and the closure of side roads and diversions would enable the A350 to remain open and free of traffic signals for the majority of the work. Night-time road closure would be in operation for resurfacing work and delays were expected. Diversion routes would impact on the local road network. There were implications on the Parish, particularly Allington Lane and the Clerk had raised this with Wiltshire Council who had agreed that suitable diversion route signage would be put in place. **(noted)**

045/21 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

046/21 DATE OF NEXT MEETING

The date of next Council Meeting was agreed for **7.15pm, Wednesday 24th November 2021**. However, Members noted that **Wednesday 27th October 2021** was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required. If possibly a one-item agenda, consideration would be given to holding a Virtual Planning Meeting.

Signed:

Chairman, Chippenham Without Parish Council

Date: **24th November 2021**