

## TOCKENHAM PARISH COUNCIL

1 Nov 2019

Dear Councillor,

You are summoned to a Meeting of the **Tockenham Parish Council**, which will be held on **Wednesday 13<sup>th</sup> November 2019** in the **Village Hall, Tockenham** at 7.30 p.m.

**Diane Zeitzen**

Tockenham Parish Clerk

4<sup>th</sup> Nov 19

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**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 meeting commences. (Limited to 10 minutes)

**Reports from Wiltshire Councillor**

### AGENDA

1. **Apologies for absence**
2. **Declarations of Interest – in accordance with Wiltshire Council’s Members Code of Conduct, as adopted July 2012.**
3. **Minutes – To receive and sign as a true record:-**

Minutes of the meeting of the Parish Council held on Tuesday 3<sup>rd</sup> September 2019

#### 4. **Clerks Report**

- a) Briefing note 19-026 Wiltshire Housing Site Allocations
- b) Wiltshire Area Board Priorities Survey 2019/20
- c) Parish Steward autumn/winter schedule
- d) Flood warden newsletter
- e) Highways Newsletter
- f) Wiltshire Planning website – document access
- g) Invitation to Wiltshire County Carol Service 6 December
- h) Muds on roads – Wiltshire Police
- i) “We’re Targeting Fly-Tippers” campaign
- j) Registration of Interests
- k) Changes to Lyneham ward

#### 5. **Planning Applications**

18/08298/OUT – Pound Farm (under Lyneham)

6. **Finance and Administration** – To consider financial matters and to receive notification of any further matters for consideration.

**a) Invoices**

- i) Clerks Salary – September/October 2019
- ii) HMRC Clerk PAYE – September/October 2019
- iii) Littlejohn audit charge £48.00
- vii) Remembrance wreath - £25 payable to DK
- viii) Gift - £13 payable to DK
- ix) Bevirs (legal expenses for Storage Unit) - £1,500
- x) Clerk's expenses

**b) Finance**

- i) Internal Audit update Accounting statement
- ii) Internal Audit Governance Statement
- iii) VAT refund application
- iv) Income & Expenditure, Bank Statement
- v) Budget and precept 2020/21 – (including Council Tax Setting Programme)

7. **Website**

Need General Info Folder  
Spam messages  
Change of photos

8. **Highway Matters**

- a) Speeding signs - update on bin signs – **Kirby enquiring costs from Wiltshire Council.**
- b) Missing Greenway sign – **Wiltshire Councillor A Bucknell pursuing with Highways Dept.**
- c) update Incorrect signage on A3102 after Substantive Highways Scheme **Wiltshire Council to complete**
- d) Update Flooding at Primrose Hill, Update Flooding near Preston Lane – **to monitor throughout wet season**
- e) Refill of Grit Bins - **confirm ordered**
- f) Footpath steps at 38 West Tockenham – **To request revised design to protect bottom step from heavy traffic.**
- g) **Temporary closure A3102 (part) Royal Wootton Bassett 20/11/19 – 21/11/19)**
- h) **Temporary closure Primrose Hill & Tockenham (part) 26/11/19 – 03/03/20)**
- i) **Temporary Closure at Lyneham – 30/10/19- 14/11/19 (impact on village)**
- j) **Repair at Hillocks**
- k) **Gigaclear – more road works expected in parish**
- j) **Parish Steward Scheme** –Signs and foliage require cleaning and pushing back. Grit bins to be checked and grit inside to be dug over. Grips along C120 need re-doing after Gigaclear works.

9. **Neighbourhood Area Plan / Parish Plan** – Formal Regulation 16 Consultation now complete. External Examiner Deborah McCann appointed for next stage

10. **Play Area** –

Preservative due to be added to all wood in September.

Goal Posts need painting – Cllr D Kirby to request Village Hall Committee to add to work.

Future of Flag post – scheduled to get down and examine. Then decide on requirements.

Storage Unit – fee to cover landowner’s legal expenses now provided

**11. Area Board** – Update from meeting on 25<sup>th</sup> September – Discussion on “The role of Parish Councils in Planning Process”

Next meeting 27<sup>th</sup> November in conjunction with RWB Environment Group

**12. Councillors Reports and Items for Next Meeting**, which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to the next meeting.

**13. Date of Next Meeting – Tuesday 7<sup>th</sup> January 2020**

Discuss change of date for Annual Parish Council and Annual Parish Meeting 2020