

## TOCKENHAM PARISH COUNCIL

24 April 2020

Dear Councillor,

You are summoned to an Annual Meeting of the **Tockenham Parish Council**, which will be held via Zoom on **Monday 4<sup>th</sup> May at 7p.m.**

Yours faithfully,

**Diane Zeitzen**

Diane Zeitzen  
Parish Clerk

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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.**

### **ANNUAL AGENDA:**

1. Election of Chairman
2. Election of Vice Chairman
3. Confirmation of Cheque signatories
4. Calendar of meetings 2019/20 dependant on coronavirus situation

### **ORDINARY AGENDA:**

**Public Question Time** – an opportunity for members of the public to address the Council on any Council matter. In light of coronavirus any questions to be submitted to the clerk before the meeting

### **Reports from Wiltshire Councillor**

1. **Apologies for absence**
2. **Declaration(s) of Interest - In accordance with the Parish Councils (Model Code of Conduct) Order 2001 and revised (Model Code of Conduct) Order 2007**
3. **Minutes** – To receive and sign as a true record the Minutes of Parish Council Meeting held 3rd March 2020 (**see attached Draft Minutes**)
4. **Clerks Report –**
  - Gulley emptying service
  - PFK Littlejohn Audit instructions re year 2019-20
  - Rural Bulletin
  - Online Planning Workshop
  - Various correspondence with updates on situation with Coronavirus – including Town/Parish “Community” Update from W C,
  - Neighbourhood Policing Message, Update on tasks to be undertaken By Parish Stewards

**5. Planning –**

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

**19/11298/Ful 12 Tockenham Corner** -retrospective proposed for a part single/part two storey side and rear extension – Approved with conditions 10.03.20

**20/02857/FUL Barton Cottage** – amended application (to be discussed at end of meeting)

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

To approve any payments required

**Invoices**

- a) Clerks Salary – April 2020 and May 2020 £206.13
- b) HMRC Clerk Salary April 2020 and May 2020 £27.20
- c) PCC donation for parish mag - £50
- d) Lease for Hall and Play Area - £2
- e) Petrol for mower – K Carter - £6.01
- f) Mower parts – M Marmoy - £8.58
- g) Annual WALC subscription – awaiting invoice
- c) HMRC/P45/P60 updates

To note Bank balance (copy of bank statement attached to minutes)

**7. Audit 2019/20 – Internal Audit**

**8. Audit 2019/20 – Approve and sign Annual Governance Statement**

**9. Audit 2019/20 – Approve and sign Annual Accounting Statements**

**10. Audit 2019/20 – Approve and sign Certificate of Exemption**

**11. Clerk appraisal** to be carried out at later date

**12. Highway Matters**

Temporary closure of Bowds Lane 05-05-20 to 07-05-20

Issue	Date reported	By whom	To whom	Progress
Minor signage C120 Red triangle signs no footway for 500 mtrs	Feb 2020	DK	CATG	CATG meeting March Cancelled Request submitted to Catg by DK
Minor signage C130 Red triangle signs no footway for 200 mtrs	Feb 2020	DK	CATG	CATG meeting March Cancelled Request submitted to Catg by DK

Flooding Primrose Hill	Ongoing	GC	Parish steward	ongoing
Flooding Preston Lane	Ongoing	GC	Parish steward	Rodded - monitor
Footpath steps 38 West Tockenham protect bottom step from heavy traffic	Ongoing	DK	Rights of Way Warden	ongoing
Gigaclear C120 verges repairs	ongoing	GC	Highways	Repairing verges & over runs
Primrose Hill	ongoing	GC	Thames Water	To return
Bend by Bluebell Wood sign?				Monitor
Gulley service				DZ to pass details to DK

**13. Neighbourhood Area Plan** – Plan document now finalised and passed to Wiltshire Council for preparation for Final Referendum. Referendums suspended due to coronavirus until further notice by Wiltshire Council

**14. Play Area** – Updates if any

**15. Lease Signing for Village Storage Unit**

**16. Councillors Reports and Items for Next Meeting**

**17. Date of Next Meeting – Wed 1<sup>st</sup> July TBC**