

TOCKENHAM PARISH COUNCIL

November 2025

Dear Councillor,

You are summoned to a Meeting of the **Tockenham Parish Council**, which will be held on **Wednesday 5th November 2025** at 7:00p.m. in the Village Hall.

Emily Bourne

Emily Bourne
Tockenham Parish Clerk

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. 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 (4th September 2025)** – Members had previously been circulated with the draft minutes and notes.
The Council to approve as a true record the Minutes of the Parish Council Meeting held on 4th September 2025.
- 4. Minutes (13th October 2025)** – to follow. Prior to this meeting draft minutes and notes will be circulated to members.
The Council to approve as a true record the Minutes of the Extraordinary Parish Council Meeting held on 13th October 2025.
- 5. Clerk's Report**
All previously circulated, items sent for information only and will not be discussed at meeting unless any queries:-
 - Agenda supplement 1 to the agenda for Northern Area Planning Committee – 29th August 2025
 - WALC 2025 conference – 1st September 2025
 - RWB&C CCG meeting agenda – 1st September 2025

- Evening information event about new Trowbridge Integrated Care Centre – 1st September 2025
- Carers Community Event flyer – 1st September 2025
- Trowbridge street drinking crackdown – 2nd September 2025
- Winter ready SSE – 2nd September 2025
- High visibility policing boosts night-time safety – 3rd September 2025
- RWB Civic Service – 4th September 2025
- Home Office representative visit Sailsbury – 4th September 2025
- Community First AGM 2025 – 5th September 2025
- Temporary Closure – 5th September 2025
- Wiltshire Council Latest News – 5th September 2025
- Wiltshire Council Town and Parish Council Update – 5th September 2025
- Autumn Dragonfly magazine – 7th September 2025
- Operational Flood working Group – 8th September 2025
- Community Governance Review – 8th September 2025
- RWB Techie Tea Party – 10th September 2025
- Funding opportunity for Wiltshire Community groups – 10th September 2025
- Community Governance Review – 10th September 2025
- Wiltshire Neighbourhood watch association – 11th September 2025
- Flood warden lunch & learn – 11th September 2025
- Wiltshire local nature recovery strategy – 11th September 2025
- Flood warden workshop Marlborough – 12th September 2025
- Wiltshire Council Latest News – 12th September 2025
- Wiltshire Council Town and Parish Council Update – 12th September 2025
- From the PCC's desk – 16th September 2025
- Agenda for Royal Wootton Bassett and Cricklade Area Board – 16th September 2025
- Agenda supplement 1 for the agenda for Royal Wootton Bassett and Cricklade Area Board – 17th September 2025
- Agenda supplement 2 for the agenda for Royal Wootton Bassett and Cricklade Area Board – 17th September 2025
- Police and crime panel reports and community engagement – 17th September 2025
- Wiltshire PCC – 17th September 2025
- Minutes for Northern Area Planning Committee – 17th September 2025
- RWB Friendship Club – 19th September 2025
- Have your say: What makes you feel safe at night – 19th September 2025
- Wiltshire Council Latest News – 19th September 2025
- RWB&C CCG minutes – 19th September 2025
- Wiltshire Bobby Van's Bowood food & gift fair – 25th September 2025
- Royal Wootton Bassett Neighbourhood Plan – 26th September 2025
- Policing leaders in Wiltshire back national call to retail road safety fines for local schemes – 26th September 2025
- Wiltshire Council Latest News – 26th September 2025
- Wiltshire Council Town and Parish Council Update – 26th September 2025
- WALC – September 2025 Newsletter – 29th September 2025
- Briefing Note 25-07 – 30th September 2025
- Minutes for Royal Wootton Bassett and Cricklade Area Board – 3rd October 2025
- 2025 WALC Annual General Meeting – 3rd October 2025

- Wiltshire Council Latest News – 3rd October 2025
- Wiltshire Council Town and Parish Council Update – 3rd October 2025
- Launch to our new strategic plan – 6th October 2025
- WALC October update – 6th October 2025
- Wiltshire Police and Crime Commissioner statement – 9th October 2025
- Wiltshire Council Latest News – 10th October 2025
- Age UK Wiltshire Newsletter – 14th October 2025
- Minutes for Norther Area planning Committee – 15th October 2025
- Community Governance Review (CGR) 2025/26 – 16th October 2025
- Wiltshire Council Latest News – 17th October 2025
- Wiltshire Council Town and Parish Council Update – 17th October 2025
- Town & Parish precepts factsheet 2026-27 – 21st October 20225
- Briefing note 25-08 – 21st October 2025
- Royal Wootton Bassett Neighbourhood Plan – 22nd October 2025
- Wiltshire Council Town and Parish Council Update – 23rd October 2025
- WALC – October 2025 newsletter – 23rd October 2025
- Knife crime and theft offences drop across Wiltshire and Swindon – 24th October 2025
- Wiltshire Council Latest News – 24th October 2025
- Wiltshire Council Town and Parish Council Update – 24th October 2025
- Reminder – 2025 WALC Annual General Meeting – 27th October 2025
- Royal Wootton Bassett and Cricklade Area Board – 27th October 2025
- More community groups awarded funding to help make Wiltshire safer – 27th October 2025
- Agenda for Northern Area Planning Committee – 28th October 2025
- Wiltshire Council Town and Parish Council Update – 28th October 2025
- RWB and Cricklade LHFIFG meeting – 29th October 2025

Other items for discussion; all previously circulated: -

- Community Governance Review – Heads up but no action required – 16th October 2025
- Tree cutting on behalf of Scottish ad Southern – 20th October 2025
- Upcoming consultation on speed limit and weight restrictions proposals – 22nd October 2025

6. Planning

PL/2024/07098

APP/Y3940/W/25/3364716

Land to the North of 34 – 39 Clyffe Pypard, SN4 7PY

Full Planning Permission

Change of use of land to form a 3 pitch traveller caravan site, with erection of day room and boundary fencing with access from Clyffe Pypard

Appeal Decision – appeal dismissed

Short URL: <https://shorturl.at/pSJGk>

ENF/2023/00715

APP/Y3940/C/25/3369154

Land to the North of 34 – 39 Clyffe Pypard, SN4 7PY

An appeal against an Enforcement Notice in respect of the above site. (Linked to appeal above).

Appeal Decision – appeal dismissed and enforcement notice upheld

Short URL: <https://shorturl.at/HASvz>

Enforcement Notice

Land opposite Miracle Trees on the C120.

Update for Councillor Diana Kirby.

7. Finance and Administration

To consider financial matters; documents circulated to Councillors before meeting.

Council to approve for payment: -

Retrospective Items:-

- J Marshal - £69 for winter plants

Invoices to be approved:-

- Wiltshire Council - £280 for uncontested elections costs May 2025
- Information Commissioners Office Annual Data Protection Fee - £47 (£52 fee with a £5 reduction by paying with direct debit; to be taken by direct debt on/around 29th November 2025)
- K Woolnough - £35.99 for wood stain (as agreed as September meeting)
- K Woolnough - £6.64 for 5L of fuel for generator test run
- TEEC - £28.80 for email storage increase
- Clerk's Salary - £282.20
- HMRC for Clerk's salary - £70.60

To note the bank balance £48,975.03

- Councillors asked to authorise the purchase of mouse traps; up to a cost of £20.
- Councillors asked to authorise the purchase of a poppy wreath for Remembrance Sunday.
- Councillors asked to discuss and authorise bottle of wine for the 'mower men'.
- Councillors asked to discuss and authorise payment for prizes for the Christmas wreath competition – Councillor Julie Marshall to confirm details.

8. Draft Budget 2025/26 (Appendix A)

Councillors asked to discuss and approve the draft budget for 2025/26.

9. Tockenham Parish Council IT Policy (Appendix B)

As part of Assertion 10 for the AGAR for the 2025/26 financial year; Councils must confirm they have an IT policy that mandates the use of authority-owned email accounts for official business.

Councillors are asked to discuss and adopt the draft IT Policy.

10. Highway Matters

- BT post A3102 junction at Primrose Hill
Update from Councillor Kevin Woolnough.

- Highways Annex table (Appendix C)
Update from Councillor Kevin Woolnough.

11. Playing Field / Play Area

- Shed Maintenance
Update from Councillor Kevin Woolnough regarding the ventilation.
- Play Equipment – Installation Update
Update from Councillor Julie Marshall.
- Play Equipment – Tax Refund
Councillors are asked to discuss and confirm the tax refund for the purchase and installation of the new play equipment.

12. Rights of Way

13. Tockenham Emergency Community Hub (ECH) Update

- Updated Emergency Plan
Update from Councillor Kevin Woolnough.

14. David Barnes Community Hall Trust

- Survey
Councillors asked to approve the quote of £1500 (+VAT) for the Village Hall survey.
- Charitable Incorporated Organisation (CIO) Application
As part of the CIO Application to the Charity Commission it is recommended that the following guidance notes are read:
 - i. Local Authorities (or Councils) as Trustees of Charities
 - ii. Internal Financial Controls for Charities
 - iii. The Essential Trustee

Councillors asked to confirm that they have read / will read the above documents.

A checklist to be created and the following documents / how to create them to be discussed at the meeting-

- a. Conflict of Interest Policy
- b. Risk Assessment
- c. Financial Controls Checklist

Councillors asked to confirm the above documents will be created and confirm who will create them.

15. Tockenham War Memorial

Update from Councillor Kevin Woolnough.

16. Councillor reports

None.

17. Date of Next Parish Meeting: 7th January 2026

Dates for future meetings:-

Parish Meeting: 11th March 2026

Annual Parish Meeting: 8th April 2026

Annual General Meeting: 6th May 2026