

TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Wednesday 13th November 2019 at 7PM

Present: Councillor D Kirby Chairman (DK), Cllr G Cowling Vice Chairman (GC), Cllr A Carpenter (AC), Cllr S Still (SS), County Cllr Bucknell (AB), D Zeitzen Clerk (DZ)

ORDINARY MINUTES

Public Question time: DK has received a written question asking if the parish council would be willing to write to all the farmers in the parish to ask them to donate a small area of land and plant with trees. DK said the parish council has no public land. DK proposed the parish council write back to suggest the member of the public hold a meeting in the village hall to gauge public interest and support to possibly form a group. Seconded by AC and resolved unanimously. DK will respond to the member of the public.

Reports from Wiltshire Councillor: AB advised the next Area Board meeting is being held on 27th November at RWB Memorial Hall starting at 5.30pm will take form of an ECO Fair, all are welcome to attend. The roadworks at Lyneham should be completed on Friday 15th November. Wiltshire Council is setting its budgets and more savings are having to be made. The Area Board has now set up a Health and Well Being Forum. In the future, if the Lyneham/Bradenstoke Solar Farm Fund is not receiving applications, the fund may be extended to surrounding villages.

53/19. Apologies for absence: Cllr T Madgwick

54/19. Declarations of Interest – in accordance with Wiltshire Council's Members Code of Conduct, as adopted July 2012.

DK declared an interest in Finance item 8a vii
DK declared an interest in Finance item 8a viii

55/19. Minutes: Members had previously been circulated with the Minutes:

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held Tuesday 3rd September 2019 GC proposed, DK seconded and
RESOLVED UNANIMOUSLY

56/19. Clerks Report: The following items were received

- a) Briefing note 19-026 Wiltshire Housing Site Allocations **Noted**
- b) Wiltshire Area Board Priorities Survey 2019/20 **Circulated – some local response**
- c) Parish Steward autumn/winter schedule **Noted**
- d) Flood warden newsletter **Noted**
- e) Highways Newsletter **Noted**
- f) Wiltshire Planning website – document access **Noted. AB advised new system will be in place in future**
- g) Invitation to Wiltshire County Carol Service 6 December **Noted**
- h) Muds on roads – Wiltshire Police **Brought to our attention**
- i) "We're Targeting Fly-Tippers" campaign **Noted**
- j) Registration of Interests – **Now a link from PC website to this. AC to complete**
- k) Changes to Lyneham ward **Noted**

57/19. Planning:

18/08298/OUT – Pound Farm (under Lyneham) Ongoing, application pending for 50 houses.

58/19. Finance and Administration – The Parish Council considered financial matters and received notification of Invoices for payment

a) Invoices

i)	Clerks Salary – September/October 2019	£187.23
ii)	HMRC Clerk PAYE – September/October 2019	£46.60
iii)	Littlejohn audit charge	£48.00
vii)	Remembrance wreath - payable to DK	£25.00
viii)	Gift - payable to DK	£13.00
ix)	Deposit for landowners legal fees for storage unit lease	£1,500.00
x)	Clerk's expenses	£8.93

Proposed: DK seconded GC and **RESOLVED UNANIMOUSLY** to approve the above payments

b) Finance

- i) Internal Audit update Accounting statement Approved and signed by DK and DZ
- ii) Internal Audit Governance Statement 18/19 Approved and signed by DK and DZ
- iii) VAT refund application DZ has submitted an application for VAT refund from April 2017 to May 2019 £120.93
- iv) Income & Expenditure as at 13 Nov 19 £21, 601, 73.
Bank Statement as at 23 Oct 19 £21,601.73 DZ advised 4 uncleared cheques, 3 are HMRC payments re previous clerk. DZ to investigate.
- v) Budget and precept 2020/21 – (including Council Tax Setting Programme)
Draft Budget set.
DK proposed precept stays at £7,000, seconded by GC, **RESOLVED UNANIMOUSLY** To be confirmed at January meeting.

DK proposed making an extra payment to DZ in December for extra hours of work getting the Parish Council documentation up to date. GC seconded, **RESOLVED UNANIMOUSLY**

59/19 Highway Matters

- a) Speeding signs - **An official request to be put to CATG for 4 No Footway signs at December meeting DK**
- b) Missing Greenway sign – **Wiltshire Councillor A Bucknell pursuing with Highways Dept still outstanding**
- c) update Incorrect signage on A3102 after Substantive Highways Scheme **Wiltshire Council to complete – no further action**
- d) Update Flooding at Primrose Hill, Update Flooding near Preston Lane – **continue to monitor throughout wet season**
- e) Refill of Grit Bins – **Bins have been filled GC to source two shovels**
- f) Footpath steps at 38 West Tockenham – **To request revised design to protect bottom step from heavy traffic. Pending**
- g) Temporary closure A3102 (part) Royal Wootton Bassett 20/11/19 – 21/11/19 **Noted**
- h) Temporary closure Primrose Hill & Tockenham (part) 26/11/19 – 03/03/20 **Noted**
- i) Temporary Closure at Lyneham – 30/10/19- 14/11/19 **(impact on village) Finished, it had a tremendous impact on the village**
- j) Repair at Hillocks- **Completed**
- k) Gigaclear – more road works expected in parish **–ongoing. Note – Gigaclear to return to re-dig grips along C120**
- j) **Parish Steward Scheme** –Signs and foliage require cleaning and pushing back. Grit bins to be checked and grit inside to be dug over. **GC will liaise with parish steward, DZ will forward contact number.**

60/19 Website

Need General Info Folder

Spam messages - DZ advised these have been deleted to date

Change of photos – SS proposed photos should be changed with the season. AC Seconded this. Resolved unanimously. Training on management of the website will be arranged for the clerk in January. The website will be discussed again at the next meeting.

61/19 Neighbourhood Area Plan / Parish Plan – Formal Regulation 16 Consultation now complete. External Examiner Deborah McCann appointed for next stage

62/19 Play Area –

Preservative due to be added to all wood in September. **To be carried out in spring**

Goal Posts need painting – Cllr D Kirby to request Village Hall Committee to add to work. **To be carried out in spring by Volunteers**

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

Currently serviceable, dates and occasions of use required.

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

63/19 Area Board – Update from meeting on 25th September – Discussion on "The role of Parish Councils in Planning Process" GC and AC attended and said it was an interesting meeting giving a local perspective of planning.

Next meeting 27th November in conjunction with RWB Environment Group AC and DK will attend.

64/19 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. None

65/19 Date of Next Meeting – Tuesday 7th January 2020 at 7.30 pm

Discuss change of date for Annual Parish Council and Annual Parish Meeting 2020 – To be discussed at the next meeting

Meeting closed at 9.15pm, DK left 8.45pm