

**TOKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Wednesday 2nd September 2020 at 7pm
Held remotely via Zoom due to situation with Coronavirus**

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

1 member of the public attended for part of the meeting

AGENDA

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- None

Reports from Wiltshire Councillor AB -Wilts Council are still working on recovery, building on work done by Covid19 volunteers. Wiltshire Council financial position is better than thought - so good news. Wilts Council are looking at ways of starting the Area Boards up again, probably end of September. Royal Wootton Bassett police station has had a revamp. The new police inspector Douglas Downing will be holding regular remote meetings with local councillors commencing on Tuesday 8th September at 1400 hrs. No date yet for opening of Lyneham Library.

68/20 Apologies for absence - None

69/20 Declaration(s) of Interest - In accordance with the Parish Councils (Model Code of Conduct) Order 2001 and revised (Model Code of Conduct) Order 2007

Planning – AC - 20/02857/FUL Barton Cottage item 72/20

Finance – DK - Payment for petrol can and petrol (play area) £10.85 Item 73/20 e

Finance – GC - Payment for preservative for flagpole (play area) £15.10 and prize for flower competition £10.00– item 73/20 g)

70/20 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 1st July 2020. DK proposed, TM seconded and **RESOLVED UNANIMOUSLY** DK signed

71/20 Clerks Report –

a) Clerk on Line Training Course DZ has attended the first session Which she found very useful and forwarded information to councillors

b) Lyneham & Bradenstoke Draft Neighbourhood Plan Noted. DK completed the Consultation Survey.

c) Wessex Flood Warden Newsletter Noted

d) Various Covid 19 updates Noted and forwarded to village

e) Gigaclear Update See 74/20

f) WALC July newsletter Noted

g) Swindon Domestic Abuse Helpline Poster on village notice board

h) RSN Rural Funding Digest - Noted

i) Latest News Royal Wootton Bassett Our Community Matters

Noted

j) Community First Recruiting Link Volunteer Drivers Notice on village notice board

k) Salt Bin Audit Bin at top of C120 needs top up- Wilts Council Informed

l) Wilts Council Briefing Note - Planning Update August 2020 Full of information

m) Police Local Forum AC will represent Tockenham Parish Council

n) WALC Free Seminar for Clerks and Council Officers – Effective Communications and Engagement in Post Lockdown World Tuesday 6th October 2020 10am – 11.30am via Zoom DZ has enrolled for this

72/20 Planning –

18/08298/OUT – Pound Farm (under Lyneham) AB advised approval, subject to S106 being signed

20/02857/FUL Barton Cottage – amended application. Parish Council comments submitted to Wiltshire Council. Application going to committee but no date set yet.

Green Farm, Lyneham appeal against refusal for 230 houses has been upheld. Awaiting further development.

73/20 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 £252.60
 - b) HMRC Clerk Salary £51.00
 - c) Topsoil for Orchard Lane – TBC
 - d) £6.66 for K Carter for mower fuel
 - e) £10.85 for DK for petrol can and petrol
 - f) £ to DK for swing chains TBC
 - g) £25.10 G Cowling £15.10 paint for flagpole £10 prize flower competition
 - h) Compton Bassett Parish Council one third of clerk's training course £25
 - i) HMRC/P45/P60 updates None
- DK proposed payments are made TM seconded

Payments RESOLVED UNANIMOUSLY.

On line banking now in place. DZ has circulated details of payments to be made to DK, AC and TM who are authorised to make payments. It's a 2 part authorisation process, one to create payments and one to authorise. DK will create the payments and AC will authorise. Payment to DK will be created and authorised by AC and TM.

RESOLVED UNANIMOUSLY

Bank balance as at 31st Aug 2020 £25,974.40 Income and Expenditure Balance as at 31st Aug 2020 £25,972.40 Cheque £2 to D. Barnes not presented Noted Payments

Clerk's pay rise now actioned. To carry out appraisal in October before setting next budget. TM advised will need to check pay rise in line with new pay scales just released

Budget Update to year circulated. DK - budget for 2021/22 will be looked at in November at the next meeting

Documents circulated to councillors before meeting

74/20 Highway Matters

Issue	Date reported	By whom	To whom	Progress
Minor signage C120 Red triangle signs no footway for 500 metres	Feb 2020	DK	CATG	All CATG meetings currently cancelled Request submitted to CATG by DK
Minor signage C130 Red triangle signs no footway for 200 metres	Feb 2020	DK	CATG	All CATG meetings Currently cancelled Request submitted to CATG by DK
Flooding Primrose Hill	Ongoing	GC		Ongoing- monitor. GC - not high on Wiltshire Council list unless flooding properties Unlikely to be done in near future
Flooding Preston Lane	Ongoing	GC		Rodded - monitor
Footpath steps 38 West Tockenham protect bottom step from heavy traffic	Ongoing	DK	Rights of Way Warden	Pending – but unlikely to see any action in near future
Bend by Bluebell Wood sign?				Monitor
C130 Tockenham Corner to village		GC		Thames Water to reinstate verges in 8 locations. GC to chase
Orchard Lane	July 2020	DK		Ground very uneven following repair by Thames Water. Quote to be obtained for repair and supplying top soil. Now Gigaclear have finished DK will contact ED Edgell
Gigaclear				Work now completed, road open sooner than expected Quite tidy and no major complaints.
Parish Steward Visits 2020	24 June, 22 July 23 Sept no visit in Aug			Any issues to be reported to GC for parish steward's next visit 23 Sept DZ to request steward contacts GC

75/20 On Line Banking See item 73/20 First on line payments rather than cheques to be paid for this meetings' approved payments.

76/20 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. An email has been received from Simon Nott, Wiltshire Council Coordinator - as Wiltshire Council have issued a Decision Statement, the plan will now carry weight and should be taken into account when any planning applications are considered.

77/20 Play Area – Ref. Covid-19 – park now re-opened. Accepted W.C. Risk Assessment and notices put up accordingly.
Ongoing preservation work DK thanks to the volunteers and all who have helped
Dip in middle of play area making it difficult to mow. DK will investigate. TM - if money in budget, this should be carried out properly.
Replacement of swing chains DK investigating - ongoing
To consider requirements for maintenance going forward – DK all completed thanks go GC
Slat on climbing frame has come away GC has repaired.
Request for extra equipment suitable for toddlers DK investigating ongoing.
Allotment fence DK proposed if a shortfall in funds once Village Lottery funds are used up the parish council should cover the balance. TM, AC and SS agreed. GC was against this decision. **RESOLVED**
Moving of memorial bench to put by memorial trees at end of Orchard Lane – No objections **RESOLVED UNANIMOUSLY**

AC and member of public left the meeting at this point

78/20 Lease for Village Storage Unit update DK bitterly disappointed as have been advised today by solicitor that Gerard Barnes is now suggesting that he isn't happy with the location. This is a major issue as planning has been passed for originally agreed location, fees have been paid in application and solicitor fees. **Action:** DK will call a meeting to include the Village Fair committee

79/20 Website regulations DK has liaised with Danielle of Black Nova who set the website up on details required for accessibility statement. A couple of items need clarification. TM would like to see the wording of the statement changed slightly. **Action:** DK will contact Danielle. DK and TM will re draft accessibility statement for approval by councillors.

80/20 Councillors Reports and Items for Next Meeting DK Draft GDPR statement to be amended by TM and circulated to councillors.
DK councillors to forward individual photos to DZ for website
DK and DZ to discuss information from training session attended by DZ

Meeting closed at 8.40pm

Date of Next Meeting – Wed 11th November 2020 at 7pm
Format TBA dependant on situation with Coronavirus