

**TOCKENHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
**Wednesday 1<sup>st</sup> July 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 A Carpenter (AC), Cllr T Madgwick (TM), Cllr Still (SS), County Cllr A Bucknell (AB), D Zeitzen Clerk (DZ)

1 member of the public attended for the first half 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

**Reports from Wiltshire Councillor**

**51/20 Apologies for absence** - Cllr A Carpenter (AC)

**52/20 Declaration(s) of Interest** - In accordance with the Parish Councils (Model Code of Conduct) Order 2001 and revised (Model Code of Conduct) Order 2007 GC Finance cheque for preservative for play area

**53/20 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 3<sup>rd</sup> March 2020. GC proposed, TM seconded and **RESOLVED UNANIMOUSLY**

**54/20 Clerks Report –**

- a) Shield Wiltshire** Noted N/A
- b) Bobby Van News** Noted
- c) Covid 19 Support Funding Opportunities** Noted N/A
- d) Re-allocation of Road Space – message from Cllr Wayman** Noted, nearest scheme to Tockenham closure of Hook Street to vehicles. AB said there have been nearly 500 applications to the scheme, 5 are currently going forward.
- e) Link to Walking in Wiltshire** AB will put link on village website
- f) Briefing Note 20-20- 5 year Housing Land Supply** Slight shortage of supply
- g) NALC Website Accessibility Requirement** to be discussed item 16 on agenda
- h) Wales and West Utilities Launch Safe and Warm Fund** DK forwarded to village hall committee
- i) Library Consultation.** Noted

**55/20 Planning –**

**18/08298/OUT – Pound Farm (under Lyneham) Meeting to discuss 27<sup>th</sup> May** AB approval subject to 106

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

**Query need for Planning Permission on cottage on Primrose Hill**  
No permission required

**Green Farm, Lyneham** appeal for 230 houses has been upheld.

**56/20 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 £198.23
- b) HMRC Clerk Salary £35.60
- c) Internal Audit A Duffield £50.00
- d) Preservative etc. for Play area - £113.33 payable to Geoff Cowling
- e) Village plants - £97.46 – payable to Julie Marshall
- f) Topsoil for Orchard Lane – DK Thames Water repaired a leak but the ground is very uneven. DK proposed a quote should be obtained for supplying the soil and carrying out the repair. GC seconded and **RESOLVED UNANIMOUSLY**
- g) Receipt of £10 for sale of flower pots £10 has been received from Julie Marshall for sale of flower pots. GC proposed this is used to buy 2 vouchers for , SS seconded and **RESOLVED UNANIMOUSLY**
- h) HMRC/P45/P60 updates

To note Bank balance

Income and Expenditure

Documents circulated to councillors before meeting

**7. Audit 2019/20**

**8. Clerk appraisal and salary**

**9. Highway Matters**

<b>Issue</b>	<b>Date reported</b>	<b>By whom</b>	<b>To whom</b>	<b>Progress</b>
Minor signage C120 Red triangle signs no footway for 500 mtrs	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 mtrs	Feb 2020	DK	CATG	All CATG meetings Currently cancelled Request submitted to Catg by DK
Flooding Primrose Hill	Ongoing	GC	Parish steward	Ongoing- monitor
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	Pending
Gigaclear C120 verges repairs	ongoing	GC	Highways	Brilliant repair work carried out by Wiltshire Council
Verge between Shaw Fam and Red Lion Cottage				Repair of damage in hand

Primrose Hill	ongoing	GC	Thames Water	To return ongoing
Bend by Bluebell Wood sign?				Monitor
Gulley service				DK now has details
Gigaclear				Quite extensive works planned to dig trench through main Street – potentially 14 – 21 August
Parish Steward Visits 2020	24 June, 22 July 23 Sept no visit in Aug			

## **10. Standing Orders and Code of Conduct**

## **11. Parish Councillors Roles and Responsibilities**

## **12. On Line Banking**

Documents re items 10 – 12 circulated to councillors before the meeting.

**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 on preservation work
- Replacement of swing chains
  - To consider requirements for maintenance going forward

## **15. Lease for Village Storage Unit update**

## **16. Website regulations**

## **17. Councillors Reports and Items for Next Meeting**

## **18. Date of Next Meeting – Wed 2<sup>nd</sup> September 2020**

### **ANNUAL AGENDA:**

- 28/20 **Election of Chairman:** SS proposed, GC seconded and **Unanimously RESOLVED:** That Councillor D Kirby be elected to serve as Chairman for year 2020/21
- 29/20 **Election of Vice Chairman:** TM proposed, DK seconded and **Unanimously RESOLVED:** That Councillor G. Cowling be elected to serve as Vice Chairman for year 2020/21  
DK and GC signed the Acceptance of Office documents
- 30/20 **Confirmation of Cheque signatories**  
DK proposed GC seconded and unanimously **RESOLVED** that all Members should be cheque signatories with any two being authorised to sign.
- 31/20 **Calendar of meetings 2019/20**

It was unanimously resolved to hold meetings on the following dates, the meetings will commence at 7pm. These meeting may be held remotely via Zoom depending on on the coronavirus situation.

**Wed 1<sup>st</sup> July 2020**

**Wed 2<sup>nd</sup> September 2020**

**Wed 11<sup>th</sup> November 2020**

**Wed 6<sup>th</sup> January 2021**

**Wed 10<sup>th</sup> March 2021**

**Wed 7<sup>th</sup> April 2021 – Annual Parish Meeting**

**Wed 5<sup>th</sup> May 2021 - Annual Parish Council Meeting**

## **ORDINARY AGENDA:**

**Public Questions:** None

**32/20 Reports from Wiltshire Councillor:** DK thanked AB for her very comprehensive report that had previously been circulated to councillors. AB advised Wiltshire Council have carried out a lot of work in response to Coronavirus, the Well Being Hub is now open 7 days a week and has a manageable demand. There are 400 community groups running in Wiltshire

**33/20 Apologies for absence** None

**34/20 Declaration(s) of Interest** - In accordance with the Parish Councils (Model Code of Conduct) Order 2001 and revised (Model Code of Conduct) Order 2007.

**AC re item 5 planning application Barton Cottage**

**35/20 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 3<sup>rd</sup> March 2020. GC proposed, AC seconded and **RESOLVED UNANIMOUSLY**

**36/20 Clerks Report –**

Gulley emptying service Noted

PFK Littlejohn Audit instructions re year 2019-20 Noted

Rural Bulletin Noted

Online Planning Workshop Attended by AC but disappointing not a Wiltshire Council event

Various correspondence with updates on situation with

Coronavirus including Town/Parish “Community” Update from W C Noted

Neighbourhood Policing Message Noted

Update on tasks to be undertaken by Parish Stewards Noted.

Bill the parish steward has now left and the role is currently being carried out by Pawel.

**37/20 Planning –**

**18/08298/OUT – Pound Farm (under Lyneham)** This will be heard at a Strategic Planning Meeting. Date to be advised.

**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, AC will leave meeting at this point)

**38/20 Finance and Administration** - To consider financial matters and to receive notification of any further matters for consideration.

To approve any payments required

### **Invoices**

i) Clerks Salary – April 2020 and May 2020 £206.13

j) HMRC Clerk Salary April 2020 and May 2020 £27.20

k) PCC donation for parish mag - £50

- l) Lease for Hall and Play Area - £2
- m) Petrol for mower – K Carter - £6.01
- n) Mower parts – M Marmoy - £8.58
- o) Annual WALC subscription – awaiting invoice
- h) HMRC/P45/P60 updates - None

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

DK proposed a bottle of wine should be given to M Marmoy for his work on the mower. This was unanimously resolved.

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

**39/20 Audit 2019/20** – Internal Audit This year due to the logistics of getting documents from the clerk to an auditor the internal audit will be carried out by Mrs Anne Duffield at a cost of £50. Mrs Duffield audits another local parish council and will arrange collection and delivery of the files and produce a comprehensive report.

Documents 40/20 – 42/20 circulated to councillors before the meeting.

**40/20 Audit 2019/20** – DK proposed approving and signing The Annual Governance Statement. This was unanimously resolved and signed off.

**41/20 Audit 2019/20** – DK proposed approving and signing Annual Accounting Statements This was unanimously resolved and signed off.

**42/20 Audit 2019/20** – DK proposed approving and signing Certificate of Exemption. This was unanimously resolved and signed off.

DZ will submit the documents to PFK Littlejohn, External Auditors.

**43/20 Clerk appraisal** to be carried out at later date. DK advised the clerks contract of employment is now in place.

#### **44/20 Highway Matters**

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

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Bend by Bluebell Wood sign?				Monitor

Gulley service				DK now has details
Gigaclear				Quite extensive works planned to dig trench through main Street – potentially 14 – 21 August

**45/20 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. Thanks to Stuart Richardson for all his hard work on this.

**46/20 Play Area** – DK after much deliberation the grassed area is now open, having taken advice from our insurers. It is up to individuals to maintain their social distancing and follow the Government rules and guidelines.

**47/20 Lease Signing for Village Storage Unit** DK advised negotiations for the piece of land by the play area to be leased for the village storage unit had been ongoing and thanks to Sonya Woolnough for all her work on this. A revised plan has been drawn up by William Drury – with grateful thanks also to him. Confirmation of signatories for the lease were required. It was unanimously resolved DK and GC will be the signatories.

**48/20 Councillors Reports and Items for Next Meeting** None

**49/20 Date of Next Meeting** – Wed 1<sup>st</sup> July at 7pm, nearer the time confirmation of type of meeting, depending on coronavirus situation, will be announced.

**AC left the meeting, Jon Lewis entered the meeting**

**50/20 20/02857/FUL Barton Cottage** – amended application

DK welcomed Jon to the meeting. DK said happy to see amended application covers previous objections. TM seconded this. Councillors all agreed it would be a shame for the summerhouse to be knocked down. DK will draft comments to be agreed by Councillors then sent to Wiltshire Council.

**Meeting ended at 8pm**

**Date of next meeting: Wednesday 1<sup>st</sup> July 2020 at 7pm, this may be held remotely via Zoom, depending on the coronavirus situation.**