

TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Monday 4th May 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

DK thanked TM for dealing with the technical side of the Zoom meeting.

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 1st July 2020
Wed 2nd September 2020
Wed 11th November 2020
Wed 6th January 2021
Wed 10th March 2021
Wed 7th April 2021 – Annual Parish Meeting
Wed 5th 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 3rd 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
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
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

Issue	Date reported	By whom	To whom	Progress
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 Farm 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

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 1st 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 1st July 2020 at 7pm, this may be held remotely via Zoom, depending on the coronavirus situation.