

**TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Tuesday 3rd March 2020 at 7.30PM**

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

1 member of the public attended

ORDINARY MINUTES

Public Questions: None

Reports from Wiltshire Councillor: AB advised Wiltshire Council have now set the council tax for 2020/21. They are looking at improving ways of working with parish councils, AB is involved with this. Wiltshire Council have £671,000 grant for pot hole repairs so it's important to report them

14/20. Apologies for absence: Cllr S Still

15/20. Declarations of Interest – in accordance with Wiltshire Council's Members Code of Conduct, as adopted July 2012 : None

16/20. 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 Tuesday 7 January 2020. GC proposed, TM seconded and **RESOLVED UNANIMOUSLY**

17/20. Clerks Report: The following items were received:

- a. Wessex Flood Warden Newsletter **Noted**
- b. Wiltshire Council Wiltshire News **Noted**
- c. PCS UK Defib and CPR Training **No requirements, recent training completed**
- d. Local Government Boundary Commission Survey **Awaiting approval - Noted**
- e. RWB Community Matters **Noted**
- f. Highways Newsletters January and February **Noted**
- g. Rural Bulletin **Noted**
- h. Electoral Register **Noted**
- i. Wessex Community Action Learning and Development Programme **Noted**
- j. Report on Wiltshire Housing Site Allocations Plan **Latest version adopted - Noted**
- k. Consultations on Neighbourhood Plans **Not appropriate to Tockenham - Noted**
- l. Hugo Fox Websites **Noted**
- m. Open Space and Green Infrastructure Survey **DK will circulate to village by email**
- n. On line Registration of Interests Parish Councillors **Noted AC to complete**
- o. Changes to kerbside collections **Noted**
- p. Planning Portal technical issues Wiltshire Council **Noted – caused by system failure**
- q. Best-Kept Village Competition **Tockenham will not enter this year due to state of roads etc this year.**
- r. Update on visit to MOD Lyneham **Attended by DK and AC, very worthwhile and interesting**
- s. Bus service improvements survey **DK will respond, suggest concessions for 16-18 year olds**
- t. Vinyl stickers **Noted but already have supplier**
- u. Parish Steward Visits **Dates noted**
- v. Highways Newsletter March **Noted**
- w. Wiltshire Council Rural Survey **DK will respond**

18/20. Planning: 19/11289/FUL 12 Tockenham Corner proposed part single/part 2 storey side and rear extension. Comments by 3rd Jan 2020 -Merely an extension request for original application 16/07394/FUL – Parish Council approves revised application.

19/20. Finance and Administration – The Parish Council considered financial matters and received notification of Invoices for payment

a) Invoices

- i) Clerks Salary £206.23
- ii) HMRC Clerk PAYE £24.60
- iii) HMRC penalty re 2018 £78.41
- iv) Black Nova website hosting £70.00
- v) Community First Insurance £398.28
- vi) Bevirs-Law - £6 for and registry request

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

b) Finance

- i) Income £7,120.93 Expenditure as at 2 March 2020 £3,838.95
- ii) Precept – **Request acknowledged by Wiltshire Council**
- iii) HMRC/P45/P60 updates **DK to contact previous clerk if necessary**

20/20 Highway Matters

Issue	Date reported	By whom	To whom	Progress
Minor signage C120 Red triangle signs no footway for 500 mtrs	Feb 2020	DK	CATG	CATG meeting 25 March
Minor signage C130 Red triangle signs no footway for 200 mtrs	Feb 2020	DK	CATG	CATG meeting 25 March
Flooding Primrose Hill	Ongoing	GC	Parish steward	ongoing
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	ongoing
Gigaclear C120 verges repairs	ongoing	GC	Highways	Repairing verges & over runs
Primrose Hill	ongoing	GC	Thames Water	To return
Bend by Bluebell Wood sign?				Monitor
Gulley service				DZ to pass details to DK

Road Closures:

- 6th March – 11th March – **C131 Preston Lane**
- 12th March – 23rd March – **C15 between Bushton & Hilmarton**
- 24th March – 27th March – **C111 Hilmarton to A3102**

21/20 Website

Areas for improvement - **Separate Audit/Finance Folder needed, Neighbourhood Plan details to be updated – DK to forward details to DZ, new photos to be added**
Feedback from updating of information and training. **2020 folders for minutes and agendas have been added. DK to contact website and domain provider to discuss ways of having a more user friendly website.**

22/20 Neighbourhood Area Plan, Formal Regulation 16 Consultation now complete. Official Report has been received from External Examiner Deborah McCann. Awaiting Decision Statement from W.C. The Plan will be accepted once document has been amended as per these recommendations. The next step is the final referendum. Details

will be advertised once date confirmed. The Parish Council will support the Neighbourhood Plan once it's made.
On behalf of the parish Council DK thanked Stuart Richardson for all his hard work on the Neighbourhood Plan

23/20 Meeting Dates April 2020 – March 2021 – These will be decided at the Annual Parish Council meeting on Monday 4th May 2020 at 7pm DZ has produced list of possible dates

24/20 Play Area –

Preservative due to be added to all wood. **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 through the Village Hall**
GC to produce check sheet for weekly checks of play area to commence from April 2020 - Parish Councillors will check on rota basis
Future of Flag post – scheduled to get down and examine. Then decide on repair requirements. **Post is currently serviceable. Dates and occasions to fly flag have been advised. (NB Georges Day is 23rd April, not 23rd March)**
Storage Unit –**Land registry fee has now been paid to Bevirs, who continue to pursue the lease agreement.**

25/20 Area Board

Next meeting Strategic Needs 25th March 2020 when 5 “Active” Community Area Priorities will be agreed. DK to attend

26/20 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

27/20 Dates of Next Meetings:

Annual Parish Meeting on Wednesday 8th April 2020 at 7pm
Annual Parish Council Meeting on Monday 4th May 2020 at 7pm.

The Bi-Annual Tockenham Litter Pick will take place on Saturday 28th March at 10am
DK to put up notices

Meeting closed at 9pm