

**TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON**

Thursday 10th November 2022 at 7pm

Present: Cllr D Kirby Chairman (DK), Cllr Kevin Woolnough (KW), Cllr J Marshall (JM) Cllr Tracy Madgwick (TM), Wiltshire Councillor Allison Bucknell (AB), Rita Harris (Clerk) (RH)

No members of the public attended the meeting

AGENDA

ORDINARY AGENDA:

1. Public Question Time – an opportunity for members of the public to address the Council on any Council matter. None.

Apologies for absence Cllr Sarah Still

2. **Report from Wiltshire Councillor**

Lyneham Banks – Phase Two implemented. Some local resident challenges to items in Phase Two. Speed restrictions have started in various places to help traffic flow.

Police enforcements in Bradenstoke.

On-site investigations ongoing at Lyneham Banks.

21-day notice re traffic changes followed by 18-month temporary traffic order for any traffic disruptions.

Letter to MP re housing planning to be reviewed.

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

None.

4. **Minutes –** The Council to approve as a true record the Minutes of the Parish Council Meeting held 6th September 2022 and minutes of Ad-Hoc meeting of 6th October to discuss planning applications.

Proposed by TM and Seconded by JM all minutes as a true record of the meetings. DK signed. **Agreed unanimously.**

Minutes previously circulated

5. **Clerks Report –**

PC Lucy Wright has been provided with dates of the next three meetings. KW will attend should she prefer to attend a coffee meeting, (First Tuesday each month).

- Royal Wootton Bassett and Cricklade LHFIG notes, KW attended.
- Emergency Meeting to discuss issue at C70 – Hayes Knoll – KW attended. Confirmed that Hayes Knoll will remain closed.
 - Bonfire Night - Lyneham Garrison Nov 2nd Sent to village.
 - Traffic Survey Requests in Wiltshire – long delays due to demand. Not sure when we will have our metro count.
 - Lyneham Banks catch up and Bradenstoke proposals – as covered in Councillor report. Notices circulated for road works and website updated.
- Notice about Avian Flu – Posted on Website. New Safety measures in place for poultry keepers. All birds to be kept inside.
- Invoice from Wood Workshop for repair of noticeboard – See finance.
- WALC AGM 10th October 22. Tockenham Parish Council not represented.
 - Have your say on Wiltshire Council's online reporting tool My Wilts – Survey. Noted
- TTRN - Clack Hill (Part), Bradenstoke and Hollow Way, Bradenstoke and various upcoming works. Noted.
- Briefing Note 22-20 - Substantive Highways Scheme Fund Bid Application Process for Funding in 2023/24 Noted.
- Wiltshire Warm Spaces - mapping survey. None in village. Noted.
- New funding for Parish Stewards. Two stewards will be available for bigger jobs.
- Wiltshire PCC to continue to lobby for police funding review. Noted.
- Town and Parish Clerks/ Wiltshire Council meetings RH to attend. Link not received. RH to follow this up with meeting organisers.
- Litter Pick – 12th November. DK will arrange for refreshments. Illegal tipping has been picked up.
- Supporting our communities this winter 25th October – Wellbeing, grants etc, **DK** to circulate main points.
- EV Charger grants for Town & Parish Councils: Guidance, application and presentations Noted.
- RWB&C Area Board Community Safety Group notes - Oct 14, 2022, KW attended. Guest speaker Lisa Colombi - the Youth Justice Team manager. Talk on Safeguarding away from the home. November's meeting has been cancelled owing to it being Remembrance Day.
- EV Charging Infrastructure Funding and Mapping of Local Community Food Providers. Will be a map of providers and community fridges.
- Councillor Personal Safety Webinar –This was due to happen following the Queen's death, so KW did not attend. Next one due in December.
- Book of Condolence – **DK** passed to Church.

- Banking Hub for RWB – Cllr AB on Committee
- Free Fraud Webinar – 25th October Noted
- WALC Newsletter – Sept/Oct Noted.
- Reported Data Breach of Tockenham Parish Council Emails – Not heard anything further. To monitor.

All previously circulated

6. Planning

PL/2021/11276. 36 Greenway. This application replaces the approved one of some years ago. PC comments of support submitted. Awaiting decision of Wiltshire Council.

Tockenham Court Farm – Application for change of use from Agriculture to Agriculture and Equestrian use and for additional stables. P C supports application in line with our Neighbourhood Plan – but expressed possible conditions due to extent of extra traffic created by change of business. Awaiting response from W C

Greenway Farm - Application received to site static caravan for use by equestrian worker. Also, application to change use of some buildings into new stables, no increase to building footprint or traffic as livery will be in house. Business to be reinstated to levels of livery of previous owner.

Parish Council support caravan siting and expanding of business provided this remains as in house livery. Should this change to DIY livery, a further planning application should be made due to the impact on our roads of additional traffic. **DK** will respond to application.

Binall Stables – Application for double garage. Granted by W C

- 7. Finance and Administration** - To consider financial matters and to receive notification of any further matters for consideration. To approve any payments required

Invoices

Invoices to be approved

- Clerks Salary - for November £248.80
- HMRC for November Clerk's salary – £62.00
- Data Protection fee due 29/11/2022 £35.00 by direct debit.
- Dictaphone £35.99 (Case returned).
- Poppy wreath - £25 to DK

- Invoice from Wood Workshop for repair of noticeboard £465.00
- Winter flowers from Julie. £37.60

Proposed by TM and seconded by KW.

TM to set up payments, **KW** to release.

To note Bank balance £27,988.27 as of 1st November 2022

Income and Expenditure Noted.

VAT refund - Please can receipts show VAT separately along with the cost of the item and total
VAT. Refund request for £1,567.66 submitted.

Documents circulated to councillors before meeting

Invoices approved unanimously.

8. Budget 23/24.

To make next year's budget and Precept. To take into account proposed update of pay for clerks. **TM** to check increase from April 22.

Budget was examined line and by line and new figures agreed.

Precept to remain at £10,000.

DK to update Reserves and pass to RH.

Other financial matters –

Possibility of opening a Savings Account: WALC have confirmed that a savings account is possible. RH has tried to open one with Lloyd's bank online, but the link does not work. **RH** to ring bank to see what is required to open a business savings account.

9 Highway Matters

Issue	Date reported	By whom	To whom	Progress
Footpath steps by 38 Tockenham	Feb 21	Two complaints from residents re need to repair	Wiltshire Council	KW to pursue through usual Wiltshire Council channels Case number 00051969 Ongoing
Collapsed handrails at 4 + 5 Tockenham	29 th Sept 21	KW	Wiltshire Council	KW reported as issue. Case number 00042522. Ongoing
Broken	Dec 21	DK	Wiltshire	DK has written to Chris Clark

Greenway Sign			Council	to ask for sign to be replaced – and if sign can be put on stilts to make it more visible when verges being cut. Confirmed – Order for new sign raised. Awaiting date for works. This has been chased but running behind, not high priority.
Damage to sign by right turn into Tockenham on A3102.	March 22	KW	Wiltshire Council	Case No. 00057092 Order has been raised to repair sign KW chased week beginning 5 th Sept 22 – Running behind, not high priority
Parish Steward Visits 2022 Usually, first Tuesday or Wednesday in month.	8/12/22, 5/1/23			Any issues to be reported to KW for parish steward's next visit
Footpath at Combined Tockenham 6 and Lyneham 26	November 22	KW		Blocked footpath. Case Number 00079904

KW requested new salt bin for hill at Tockenham Wick. On order.

Request from resident for “No Parking” sign outside Heron Pond Cottage.
Discussion around passing places and signs required. To be raised at CATG meeting need for Passing Place Only signs. **KW** will speak to AB at meeting.
Agreed following planning meeting on 6th October that the results from the application by Tockenham Court Farm may incorporate this. To await outcome of planning application.

Review danger at bends below Shaw Farm – as above

Planned road repairs on Trow and Bowd's Lane and Cheeseley Hill

- All of above to be subject to 40 mph speed limit and 7.5-ton weight limit – In progress.
- A3102 now has 40 mph speed limit either side of Bowd's Lane. TM & KW to monitor.
- Fly-tipping at Greenway – see above.

- KW to update on recent road and drainage concerns at Mermaid, Tockenham Wick and Primrose Hill. Taken up with Martin Cook - W C Highways.

Update: In view of limited resources, agreed to monitor Primrose Hill and Tockenham Wick new installations to see if any issues arise.

Concerns raised by KW re material excavated from ditch at Tockenham Wick. This should carry water into gully and to ditch. To monitor over winter.

Grill at southern entrance to Mermaid Corner. MC will provide one if we can get three volunteers to clear grill regularly.

Greenway road surface cracks and dips, MC has confirmed WC are trying to identify worse areas and will check these and add to list to be repaired.

10. Play Area – Inspection training – DK will chase for smaller parish training.

11. Area Board Meeting 28th September. DK attended. Cycle path over M4 being proposed.

12. Metro Count on C120.

Need to await results of Metro Count. Not known when this will take place as there are long delays.

13. Community Ownership – to discuss how/if to handle. This is a match funding grant. On hold.

14. Christmas Tree for Park – Funding event held on 8th October, coffee and cake morning held. Surplus funds to be used for Christmas tree for village hall. **KW** to arrange.

Outside tree to be erected and lit by 3rd December.

15. Purchase of dicta-phone for recording minutes. Purchased and used successfully.

16. Woodland Trust Query – Planting on private land okay but should have full access to the public to be able to see and enjoy the trees. There must be community involvement. Planting for November 23. **KW** to progress.

Councillor reports

It was noted that Cllr Sarah Still has not attended a meeting since May 22.

Date of Next Meeting Tuesday 10th January 23 at 7pm

Future meetings: 7th March 23.

Annual Parish Meeting 18th April 23

Annual Meeting 16th May 23. – Note date change.