

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

Tuesday 10th January 2023 at 7pm

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

Three members of the public attended the meeting – Michele Burke and Amanda Gillingham to discuss defibrillator, and Geoff Cowling.

AGENDA

ORDINARY AGENDA:

1. Public Question Time – an opportunity for members of the public to address the Council on any Council matter.

Michele and Amanda advised that the current defibrillator was purchased in 2015 and is now coming to the end of its life in terms of warranty and guarantee. The pads require renewing in May 23, and the machine by October 23. The cost of a new machine is likely to be around £1200. There is no trade in value, but the unit could be refurbished and used in deprived areas.

£300 is held by Tockenham Parish Council from the Village Fair committee. It was agreed that a fund-raising event could be held around March time to raise some money to help cover costs, and **AB** will investigate the possibility of any grants that could be available. It was suggested that the unit could be replaced by May which would save the costs of new pads (£450). **JM** to look at possible dates for a March coffee morning/raffle. Any shortfall in funds will be covered from Community Projects.

Information from Amanda about the upkeep of the defibrillator

Work of the guardians of the defibrillator: -

Weekly:

- 1) Check that the cabinet electricity supply is working
- 2) Check that the lock works
- 3) Check that the cabinet is accessible

Two monthly:

- 1) Report on-line to 'The Circuit' on the defibrillator status to ensure that the ambulance know the defibrillator is working and accessible

Every two years:

Arrange training for the villagers, book a first aid training course and organise publicity and booking with Villagers. Ensure there is funding for the course or take payments from the villagers.

Geoff raised the issue of intruders in Mrs Jones property recently. This property is empty and falling into disrepair. DK confirmed that is a police matter and any concerns should be reported to them, however, she thanked Geoff for making the Council aware. AB contacted Mrs Jones' son who replied that he has had some men working on site.

2. Report from Wiltshire Councillor

AB advised that the Golf Course hotel is now housing refugees. There has been another, minor, slippage at Lyneham Banks but no other movement. Hoping that work will begin on repairing the road toward the end of this year.

Community Safety meeting on Friday, KW & DK to attend.

Area Board meeting on 18th January. JM to attend,

The mobile phone mast has been removed in Royal Wootton Bassett and the new one not yet installed. This has caused problems with the network and lack of reception.

Councillor vacancies to be reported to elections@wiltshire.gov.uk who will send back information on how to proceed with the vacancy.

Apologies for absence: Cllr Tracy Madgwick (TM)

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 10th November 2022.

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

Minutes previously circulated.

5. Clerks Report –

- Town and Parish Clerks/ Wiltshire Council meetings RH to attend.

RH attended the virtual meeting after the organiser added the link to attend to the first notification and the second. Once again, only first notification received. Guest speaker advised that there is a project in place to bring life back into the High St and encourage businesses to open shops etc. RH confirmed that she will attend the next few meetings before deciding if this is worth continuing.

- Litter Pick. This went well. **DK** to check for receipts for refreshments.

➤ RPII Routine Play Area Inspection Training – DK has contacted the relevant people (Debbie Bourne) to see if they have managed to make a course more suited to smaller parishes. To date she has not received a reply. AB suggested **DK** contact the manager of the unit.

➤ Free Trees for Schools and Communities – This is progressing well, and KW has submitted an application which has been approved. Looking at a March delivery. Trees selected are 'Working Wood' which contains six species of trees that total 105 trees which will be planted in an area that the public can visit. The trees must cover an area of at least four tennis courts although this can be more.

Planting should be by May 23. Looking at planting in April and it is hoped to involve local school in this activity as well as villagers. As the land to be planted is in Lyneham/Bradenstoke parish they have been contacted with information about the planting.

KW will contact schools.

Discussed having a plaque and notice board detailing the trees and the project.

Landowner is checking his public liability insurance and safeguarding the land.

➤ PCC Quarterly Performance Report Newsletter - Noted

➤ Temporary Weight Limit on: Various Roads, Brinkworth, Tockenham and Lyneham and Bradenstoke (22.12.2022) - In place.

➤ Notification of external auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27 - PKF Littlejohn LLP. Noted.

➤ How to submit LHFIG highways requests – Noted.

➤ Royal Wootton Bassett and Cricklade Area Board - 18 January – This is held in Purton Village Hall. **JM** will attend. **DK** to forward agenda to JM & KW

➤ B4069 Lyneham Banks - November Newsletter – Noted.

➤ WALC meeting Wednesday 18th January 2023 at 6.30pm via the ZOOM – KW to attend

- Community First newsletter – proposed training session for RH – “Year-end transparency for councils under £25K” All agreed RH should attend this training, DK proposed, JM seconded.
- Kinship and Fostering call for Fosterers. Noted. DK put notices on Noticeboards.

- Best kept Village competition – Agreed that this will cover the core village and include Tockenham Corner through Primrose Hill. It was agreed that this is something the village would like to be involved in and we will proceed once the information is received from Wiltshire Council.
- 5-year Housing Land Supply – Letter to MP suggested – Letter for individuals to send to their MP. Noted.
- National Grid – Priority Service Register – Information circulated to village.
- Warm Spaces and Food Bank Directories – Circulated to village.
- LHFIG meeting – virtual on 14th December. KW attended – Meeting ran through the different priorities. Tockenham have none at present. Next meeting will again be virtual and will take place on 22nd February 23.
- Royal Wootton Bassett and Cricklade Safety meeting will be held on 13th January. **KW** to attend. DK will try to attend.
- Leader's Announcement – Cost of Living Update - Noted
- Business grants for young people in Wilts and Swindon – Circulated to village.
- PCC announces Met Police Commissioner as preferred candidate for Wilts Police Chief Constable – Noted.
- Signage query from resident – “Slow Horses” – for Trow Lane. AB has explained that Wiltshire Council will not be using these signs on country roads as it is deemed likely, in the Highway Code, that horses could be in the road anyway by default. Nothing more has been heard from the resident.
- Parish UK Network – Agreed not to send details as requested as the company is unknown.

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. Still awaiting decision.

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 - Still awaiting decision.

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 responded to application. Awaiting Wiltshire Council decision.

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 to Be Approved

To confirm new salary increase for clerk and associated HMRC payments.

Approved – all agreed.

- Clerks Salary - for January 23, includes backpay for pay award dated April 22 £285.40
- HMRC for January 23 Clerk's salary and pay award back pay – £71.40
- JM advised that she had not received the agreed payment for winter flowers of £37.60 from November meeting so it was agreed to add to this month's payments. **RH** to add to expenditure sheet and email to KW to set up.

Proposed by KW and seconded by DK. **KW** to set up payments, **DK** to authorise.

To note Bank balance £28,684.14 as of 2nd January 2023. £18,000 of this covers our reserves.

Income and Expenditure Noted.

Invoices approved unanimously.

VAT. Refund request for £1,567.66 submitted. This has now been paid into our bank. **RH** will look to see if any other VAT can be reclaimed.

Election costs will need to be budgeted for from 24/25.

Documents circulated to councillors before meeting.

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. This was actioned and budget amended accordingly.

Precept to remain at £10,000.

DK updated Reserves and passed to RH. DK ran through the Reserves figures for meeting.

Budget for 23/24 agreed and Precept signed off.

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. RH rang bank without success. It was agreed at this meeting that the idea of a savings account will be put on hold for the time being.

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 Greenway Sign	Dec 21	DK	Wiltshire Council	DK has written to Chris Clark 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. DK chased week beginning 5 th Sept 22 – W C 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 Running behind, not high priority
Parish				Any issues to be

Steward Visits 2022 Usually, first Tuesday or Wednesday in month.	5/1/23			reported to KW for parish steward's next visit KW has tasked Steward with some jobs.
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 – Now in place.

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. 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.

Grill for pipe at Mermaid – requested by KW – Not yet in place.

9. Play Area: – Inspection training – DK will chase for smaller parish training see above.

Previous grass cutting volunteers have agreed to continue again this year. JM to prepare rota.

10. Area Board Meeting. See above.

11. Metro Count on C120 – Traffic Survey Requests in Wiltshire – long delays due to demand. DK has chased this again and been advised it should be in place by the end January.

12. Community Ownership – to discuss how/if to handle. This is a match funding grant. Implications to be considered and discussed at next meeting. Carried forward.

13. Councillor reports

- Content for Parish mag – KW advised that the editor has indicated that he would prefer shorter comments for inclusion in the magazine. KW advised that he already precis information. Agreed that input will remain as stands at the moment. To evaluate Safety meeting comments.

- Attendance of meetings by Councillors - DK confirmed that she has spoken to Cllr Sarah Stills who agreed that she is unable to continue to be a member of Tockenham Parish Council due to lack of attendance. **RH** to advise Wiltshire Council of the vacancy. **DK** to purchase a thank you gift for Sarah.

14. Dates for future meetings.

Date of Next Meeting: 7th March 23.

Items for agenda –

Rolands recommendation for annual shed maintenance.

Play equipment requires painting.

Future Meetings:

Annual Parish Meeting 18th April 23

Annual Meeting 16th May 23.

DK will invite local groups to attend Annual Parish Meeting.