

TOKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Thursday 23rd November 2023 at 7pm

1. Present: Cllr D Kirby Chairman (DK), Cllr Kevin Woolnough (KW), Cllr Julie Marshall (JM), Cllr Nick Polkinghorne (NP), Cllr Richard Walker (RW), Rita Harris (Clerk) (RH)

One member of the public attended.

AGENDA

ORDINARY AGENDA:

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

Geoff Cowling attended the meeting. Mr Cowling advised re the war memorial which the parish council had refaced ten years ago. Mr Barnes has indicated to Mr Cowling that he would be willing for the parish council to take over ongoing maintenance. There are two trees behind the war memorial that Mr Barnes (who owns the land) would like to remove. **DK** will look for paperwork that relates to the war memorial. Following floods several years ago, the original road was repaired with inferior concrete which caused pipes to collapse. This was replaced with a smaller pipe which is getting blocked. Mr Cowling suggested rails be fixed across the inlet to prevent large items from entering. KW will liaise with Mr Cowling regarding history of floods etc.

3. Report from Wiltshire Councillor

Wiltshire Councillor unable to attend meeting. All information has been forwarded to the committee.

4. Apologies for absence: Wiltshire Councillor Allison Bucknell (AB).

5. 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.

6. Minutes – The Council to approve as a true record the Minutes of the Parish Council Meeting held 6th September 2023.

Proposed by KW, Seconded by JM all minutes as a true record of the meeting. DK unable to sign as copy not at meeting. Agreed that a copy would be

posted to Chair for her to sign as all who were present at the meeting on 6th September were happy they were a true record of the meeting.

Agreed unanimously by members who were present.

Minutes previously circulated.

7. Clerks Report –

Noted/for information items will not be discussed unless request made:

DK asked if there was anything that needed to be discussed from the information only list. None.

- Briefing Note 23-35, Christmas FUEL Programme Update
- Helping young people to become active bystanders - Professional Session
- Rough Sleeper Estimate supported by a spotlight Count - night of 16th November into the morning of 17th November 2023.
- Highways – Resident query – Copy of email to be sent to DK. **RH.**
- WALC constitution and some suggested amendments
- Salix Confirmation that Local [Parish & Town] Councils Can Apply to Phase 3 of Public Sector De-carbonisation Fund - Deadline 14:00 10/11/23.
- Update for Town and Parish Councils – Ready for Winter
- Notes from Town & Parish Council Clerks meeting on 03 November 2023.
- Business Grants for Young People from Wiltshire and Swindon.
- Briefing Note 23-34 Substantive Highways Scheme Fund Bid Application Process 2024/25 LHFIFG meetings. DK forwarded information with this email. Tockenham has benefited from this scheme in the past.
- NALC Response - Govt. Consultation on Very Hard to Reach Broadband Areas - Chance to Track Change / Seek Council Evidence.
- UK's largest public health research programme - Our Future Health - comes to Swindon.
- PCC visits charity offering football training to young people after recently awarding funding.
- Street Tag Wiltshire.

- More community groups receive grants through the PCC's Community Action Fund.
- Wiltshire PCC elected to represent southwest PCCs on National Rural Crime Board.
- Wiltshire Association of Local Councils - Annual General Meeting.
- The Wiltshire Bobby Van Trust Advert.
- Updated guide to help you create effective Neighbourhood Plans.
 - Briefing Note 23-29 - North Meadows Mitigation Strategy.
 - Briefing Note 23-28 - Police and Crime Panel.
 - Briefing Note 23-30 - Consultation on potential changes to Wiltshire Council Tax Reduction Scheme for working-age people.
 - Briefing Note 23-27 - Community Governance Review 2023/24.
 - Weekly Lists - Week ending 1st October 2023 GLEBE HOUSE, WEST TOCKENHAM, approved.
 - Chief Constable update.
 - PCC visits community hub after funding sessions to tackle online fraud.
 - NALC Committee Elections 2023.
- Latest news: Cllr Richard Clewer, Leader of Wiltshire Council cabinet update on budget, funding to improve our highways and funding for supporting victims of domestic abuse., sorting tables at HRCs, extra £10m funding for roads and more.
- PCC says victims will always be believed when accessing support services.
- Community First AGM - Non-Voting Members Information Pack.
- PCC marks National Rural Crime Action Week by focusing on tackling organised crime groups.
- Preparation for winter GWH NHS.
- Chief Constable Update – Sept 23.
- Wiltshire Council Local Plan - Consultation for RWB.
- Briefing Note 23-24: Workplace Health Support in Wiltshire.

- Community Resilience.

Other items: -

- Operational Flood Working Group North Hybrid Meeting Thursday 23rd November 9.30 a.m. start time. KW attended virtual meeting. Very good meeting, compiling data and will visit all areas that had been affected from January 24. KW has asked when our meeting will be. KW was given a contact email address to arrange a meeting. Highways team to visit and go through all affected areas. Accept that this was a one off but may become the norm. AB would like to attend the meeting. This information will be passed on to residents who may be able to attend the meeting.
- Flooding - South of Rowley Copse and Mermaid Corner RE Flooding. – see Highways.
- Community Safety Forum 10th November 2023 & RWB&C Area Board Community Safety Group 13th October 2023. Cybercrime covered, see what the Bobby Van has to offer, as they can also support with online security. Possibly invite to a coffee morning. Inspector Gareth Edwards, inspector in Royal Wootton Bassett – cannabis farm in RWB, anti-social behaviour etc. DK asked him about the situation of mud in the road. Inspector Edwards advised that people must manage their expectation of what can be done; however, farmers are responsible for clearing the road if mud is caused by their contractors. Drivers should heed warnings and drive carefully if signs out advising mud on the road. If a farmer does not clear roads, this can be reported to the police.
- Royal Wootton Bassett & Cricklade Area Board's next meeting - 17th January 24. Area board meeting held on 27th September; KW attended. Updates from both Phillip Wilkinson and Gareth Edwards. Talk from Wiltshire Council Woodland Officer Team Leader. KW emailed him the following day to let him know about the trees planted over the summer. Chat from a parish council who had completed their neighbourhood plan and about the pitfalls they found. Bids for grants going through. Tockenham have an application for more table and chairs going in January, this is on behalf of the village fair. Parish Council will have to contribute a third of the total cost.
- Verge cutting queries- Bradenstoke and Tockenham – These have now been cut. Verges have been churned up again and mud is being thrown across the road as vehicles drive over them. Tockenham junctions were not cut in May 23. AB addressing.
- Briefing Note 23 - 32 Response to recent Council Climate Action Scorecards. – **RW** to look at and advise.
- SSEN Resilient Communities Fund application – Generators purchased. Will be stored in shed. Will need servicing and firing up regularly. Will have a warden to look after them who will write up instructions on how to operate.

- Extra cash left over from funding will be used for costs incurred for the Emergency Plan. All accounting for this money needs to be referenced to SEEN. (i.e. Courtesy of). Generators run on petrol.
- Storm Ciarán - Reporting Flooding. This followed storm Babet. Bluebell Hill was flooded again. KW reported to Martin Cook. KW checked maps to see if new culvert justified. Able to see streams on local maps, reported Mermaid Corner to Martin Cook, should be blasting drains again. MC agreed that there should be a culvert in the area of Bluebell Hill and he will visit to examine.
- Legal Updates from NALC. For Reference.
- Flood Warden Autumn Newsletter 2023. KW to check. Need to think of during emergency planning.
- Update for Town and Parish Councils – Storms. DK sends around village if of interest.
- New Banking Hub – RWB. – Now open in RWB library until the spring when the Post Office should be ready.
- RWB&C Area Board Community Safety Group - Cyber Crime event November 6th. For businesses. See above.
- Postponement of Litter Pick. Agreed delayed until Spring. DK to advise village.
- Tockenham Parish Council support for Climate and Ecology Bill. – **RW** to look at.
- CEM 6 Month report Idverde. Interesting report. Mostly about litter picking.
- The Wiltshire Council Tockenham 7 Diversion and Definitive Map and Statement Modification Order 2023. TPC had no objection. Not yet heard if passed. Large local maps received.
- RWB & Cricklade LHFIFG meeting - 11th October 6pm Cricklade Town Council offices. **KW** attended. Tockenham has applied for passing place signs at Red Lion cottage, Becketts House and Rye Cottage and a new passing place at the bend at Rowley Copse. These have been prioritised and will be raised on January 24 meeting. Martin Rose visited on 3rd November for a site visit. David Barnes has agreed that the passing place can be carried out. Topographical survey will be approx. £1000. The actual works will be approx. £9000, and the parish council will be required to pay 25% of all costs. Martin will discuss at the January LHFIFG meeting and suggest the survey takes place. Signs will cost £350 approximately and we will be required to pay 25% of these costs. Signs should state Passing Place Only.

- Briefing Note 23-27 - Community Governance Review 2023/24. See above.
- Emergency Plan –Level one completed and approved. Next meeting - Tuesday 9th January. **DK** will book hall. 7:00pm start.
- Grant money now available from Bradenstoke Solar Farm. We have a sum of money for two years that we can apply to use for an environmental reason. **DK** to advise other village organisations.
- Councils - Connect your community to the Slow Ways national walking network. **DK** will check this out.
 - Sinkage in Park. *Site visit to be arranged with Idverde* – Booked for Tuesday 11th July. Meeting took place and an ultrasound recommended. **See under Parks**
 - Parish Steward Schedule - *Next visit due November 16th and December 14th.*
 - Community Ownership Fund - round 3 open (closes 12th July) –Next round of Community Grants we will look at moving this forward.

There is damp in the village hall that a quote came in at £11k. The lease for the Village Hall runs out in 2034. There is concern that we spend more on Hall than the length of the lease warrants.

The lease states that the hall should be in the same state at the end as it was in 1977 when the lease was signed.

DK and **KW** to visit David Barnes in New Year to discuss the situation.

(Peter Jones was looking into making the Village Hall committee a charity.)

- CPRE WILTSHIRE BEST KEPT VILLAGE COMPETITION. Tockenham to receive a cash prize. Prize of £200 has been received into TPC bank. To discuss what this will be spent on next meeting. Possible new sign for village hall.

Details of upcoming events – requested Warm Energy so that they could visit to talk to villagers. No relevant events in foreseeable future.

All previously circulated.

8. Planning

Proposed **Gipsy site at Grittenham** – P C repeated comments from previous application. Object. Comments submitted to WC.

No update

PL/2023/00900 – Application for 4 Traveller's sites at **Manor Farm**

Now Appeal hearing after W C refused application. Appeal refused.

Glebe House - **PL/2023/06529 – application for Garden Store to provide ancillary accommodation to main house** - Comments due by 31st August.

Approved by WC.

PL/2023/08536 - Works to a Listed Building

Address: Barn to the West of Meadow Court, Tockenham, Swindon, SN4 7PH

Proposal: Conversion of an existing stone barn into a small family home.

Discussed at EPM 7th November and comments submitted to Wiltshire Council.

Tockenham Parish Council have no objection to this application as it is using an existing building - making it a Brown Field Site. Also, it fits in with the Tockenham Neighbourhood Plan which looks to limit development to 10 homes over the 10 years of the Plan (we currently have 3 homes - and 2 ancillary accommodations). Our only concern is the expected extra traffic movements on our narrow, single-track lanes. We hope that this application will give extra credence for an extra Passing Place - as submitted recently to our LHFIF team.

Under Consultation

Lilybroke House

The house is in Tockenham, the works applied for are in Lyneham. Application to change building into single story dwelling.

No objection, concern re access. **DK** to submit comments.

Upnans - Bungalow at top of village as you leave, toward Lyneham, a new structure is being built (opposite **Red** Lion Cottage). Criteria for Class E building states structure should not be more than 50% of the land left following building. There is also a height restriction. Does it need planning permission? DK to query

9. Finance and Administration - To consider financial matters and to pass for payment.

Invoices to be approved.

- Clerks Salary - £268.80
- HMRC for Clerk's salary £ 67.20
- Data Protection fee £35.00 paid by Direct Debit annually (**Paid**).
- Flowers for Village – JM £58.88
- Refreshments for Best Kept Village Event – JM £14.53
- Poppy wreath for memorial service – DK £25.00
- **Retrospective** agreement for flowers for leaving councillor – DK £35.00 (**Paid**).

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

Invoices approved unanimously.

Insurance set up to cover new generators.

TM has been taken off the bank and NP is to be set up. Confirmed that NP has been agreed by Wiltshire Council.

To note Bank balance £35,309.18 as of 20th November 2023

Income and Expenditure Noted.

Documents circulated to councillors before meeting.

To set Budget and Precept for 2024

Committee went through the budget for 2024/25 line by line and agreed the budget for the next financial year. This was agreed by all ready for January 24 meeting.

New Precept will be £12,000.

(Copy will be sent to committee members).

10. Highway Matters

See separate sheet.

9. Play Area

Appears that Hayden Bernard has left Idverde. Awaiting response from Wayne Fripple. DK has contacted but not heard yet.

10. Councillor reports

> Update on War Memorial ownership KW has investigated grant situation, can only apply for a War Memorial grant if you are the owner. DK will look for paperwork.

> Update on lease situation – see above.

> Allocation of responsibilities to NP Would like NP to look after Rights of Way.

> Neighbourhood Plan made in May 2021 now requires reviewing. **DK** will send message around village to see if anyone is interested in looking at this. To discuss at January meeting.

> ANPR camera update – KW to have a meeting with John Derryman at Wiltshire Police.

A3102 – Swindon Road, RWB - 150 metre length of road to be closed for five days.

Wiltshire Council have provided gel sacks free of charge. These will be stored in the shed.

To discuss alarm for shed at next meeting.

General update on recent flooding and current road situation from KW

Verges – visibility splays on corners bad. Need cutting. Now cut.

Request from resident for “No Parking” sign outside Heron Pond Cottage

Applications for new Passing Place at Rowley Copse and several Passing Place Only signs submitted to LHFIG in October.

11. Date of Next Parish Meeting: 16th January 2024,

Dates for future meetings.

12th March 23.

Annual Parish Meeting 10th April 24

Annual General Meeting 15th May 24.

Meeting ended at 22:00.