

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

**Tuesday 7<sup>th</sup> March 2023 at 7pm**

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

No members of the public attended.

Prior to the start of the main meeting, the council welcomed two candidates to be considered for the vacancy of Parish Councillor.

**AGENDA**

**ORDINARY AGENDA:**

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

DK advised that the new defibrillator has now been purchased and is in use. The following information is an update on the new defibrillator: **RH** to ask for VAT invoice.

## Tockenham Village Defibrillator- update 5/3/2023

A new defibrillator was delivered 16/2/2023

Supplied by: AEDdonate, Unit 14 Emerald Way, StoneBusiness Park, Stone, Staffordshire

ST15 0SR

[Tel:01785 472224](tel:01785472224)

[www.aeddonate.org.uk](http://www.aeddonate.org.uk)

Make: Cardiac Science Powerheart G5 fully automatic AED ( serial number:D00000263401)

With a Intellisense Lithium Battery 4 year Unconditional Replacement Guarantee

Cost = £955 +193 VAT total with £9.99 carriage total £1,157.99p

Paid by Tockenham Parish Council 13/2/2023

Funded via £300, contribution from Tockenham Village Fair funds, proceeds from a coffee morning in the Village Hall 11/3/2023, the balance via Tockenham Parish Council, community funds.

Is there an opportunity to reclaim £193 VAT?

Consumables: The current pads are the pads 28/5/2025 and a new battery 16/2/2027

The AED will be in guarantee until February 2031

2. **Report from Wiltshire Councillor**

Lyneham Banks – a letter has been sent out to residents in Trow Lane and Bowds Lane to seek their views regarding traffic levels and making roads one way. This move was rejected by local residents.

Work is not likely to begin on repairs until 2024.  
Speed and weight limits have been restricted on side roads.  
Wiltshire Council budget has been passed and letters/emails are being sent out to residents with new rates of council tax.

Next Area Board meeting will be held Tuesday 14<sup>th</sup> March, 6:30pm at Clyffe Pypard village hall.

**Apologies for absence:** All Members present.

**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 10<sup>th</sup> January 2023.

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

**Minutes previously circulated.**

**5. Clerks Report –**

- Town and Parish Clerks/ Wiltshire Council meetings RH attended and gave an outline of the contents of the meeting.
- RPII Routine Play Area Inspection Training – Response from WALC? Still no response, AB has copied DK's email to Harry Tipple who has agreed a response will be sent soon.

➤ Free Trees for Schools and Communities

Tree planting will take place on 21<sup>st</sup> April and 22<sup>nd</sup> April. 21<sup>st</sup> will be for the local school to attend and 22<sup>nd</sup> for villagers from Tockenham and Lyneham/Bradenstoke parish.

The trees form the Working Wood collection and contains six species with 105 trees being delivered as saplings.

Landowner Jim Webb is providing the land for the trees to be planted and this is close to the public footpath on Preston Lane to make it accessible for people to visit.

There will be a plaque for the commemoration which has been donated by ASF Signs. The plaque will commemorate the Queen and mention Mr Webb and both parish councils.

A photographer will capture the planting and there will be details in April parish magazine.

Lyneham/Bradenstoke parish are also involved as the land borders their parish.

The saplings will need protecting from deer with a cost of £350 for 105 sleeves which will be split between both parishes and the landowner. NB Mr Webb has already purchased stakes for same. Tockenham have paid the whole amount at present and will invoice Lyneham/Bradenstoke and Mr Webb.

The headmaster from Lyneham primary school will bring his pupils along with tools to the site on 21<sup>st</sup> April. Small group with adults.

Mr Webb has increased his public liability by £120 for the two planting days,

A handout about the different trees will be given to all who attend and there will be fact sheets for everyone to read.

Planting on 22<sup>nd</sup> April will be between 11:00am and 3:00pm. Mr Webb and KW will attend both planting events and would like other councillors to be present on each day.

A long-time display 'Interpretation board' giving information about the trees to be looked at later.

Any dogs must be on a lead and will need to be cleaned up after, if necessary.

Depending on the weather, there may be parking in the field opposite the site otherwise participants will need to walk to the site.

Following the planting, KW will send photographs and information to the local press.

The school headmaster has completed a risk assessment for 21<sup>st</sup> April and KW has completed one for 22<sup>nd</sup>.

Future maintenance will also require completing, possibly twice a year.

AB left the meeting at 19:40.

➤ WALC meeting Wednesday 18<sup>th</sup> January 2023 at 6.30pm via the ZOOM – KW attended. He advised that 50 people attended. Call for more training courses. Vacancies for executives to come on the committee. There was a vote to increase subscription by 3% which was voted against.

➤ Royal Wootton Bassett and Cricklade Safety meeting held on 13<sup>th</sup> January KW and DK attended. Brief by Phillip Wilkinson re new Chief Constable. Work being carried out with young people. Patrols increased around Jubilee Lake in Royal Wootton Bassett owing to drugs issues. 10<sup>th</sup> February. **KW** attended. Brief on RISE trust, working with young people providing safe spaces.

Next meeting will be Friday 10<sup>th</sup> March, DK to attend.

➤ Royal Wootton Bassett and Cricklade Area Board - 18 January **JM** attended. JM advised that the meeting was interesting, and she would be happy to attend again. There were lots of speakers addressing the meeting. Police and Crime Commissioner present. Community Food bank update. Banking Hub in Lime Kiln, RWB. Thermal imaging camera – will take a photo of your house to find out where you are losing heat. Can be borrowed at a small cost. Funding applications, three agreed.

Fire Brigade gave a presentation and have advised they are having issues with putting out electric car fires which can reignite although thought to be out.

- Statement read out at Area Board meeting on Wednesday 18/1/23 reference Asylum Seekers in RWB This was posted on the website and circulated to the village.
- Co-opting a new councillor – see above and end.
  - Letter re traffic sent out to all residents on Bowd's Lane and Trow Lane – see Councillor Report.
- Royal Wootton Bassett and Cricklade LHFIFG meeting 22<sup>nd</sup> February. KW attended; list of priorities discussed. No movement on priorities one and two. 57k left in budget. Next meeting 26<sup>th</sup> April. KW to attend.
  - Climate Action Planning Workshop 27<sup>th</sup> March. No parish council attendees.
  - WALC - January and February 2023 Newsletters - Noted
  - Quarterly Performance Newsletter Police and Crime commissioner Noted.
- Update for Town and Parish Councils 20<sup>th</sup> January. – Information on broad band upgraded. Noted.
  - WALC Training / Networking Calendar - Noted
  - - 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. No further issues.
  - Roland's recommendation for annual shed maintenance. Carried forward.
  - Play equipment requires painting. Carried forward. **JM** will contact Geoff Cowling re play equipment paint.
    - NB Hoping to link in maintenance and painting of both points above with Best Kept Village preparation.
- WALC TRAINING/INFORMATION SHARING Evening 27<sup>th</sup> February KW attended.
  - Presentations on Public Rights of Way. Potential for having a Public Rights of Way officer on the Council. KW will add information to parish Magazine asking residents to notify him of any issues in the village and he will then take it up in Wiltshire Council.

- BBC Radio Wiltshire Make a Difference Awards – Noted. DK circulated to village.
- Briefing Note no. 23-03 which highlights the end of the COVID-19 vaccine booster campaign on 12th February 23 Noted. DK circulated to village.
- WALC newsletter – proposed training session for RH – “Year-end transparency for councils under £25K” RH attended and found the training useful.
- Best kept Village competition – Further information received from Wiltshire Council – A separate meeting to be held next week to discuss this.
- Way forward (GREAT WESTERN HOSPITALS NHS FOUNDATION TRUST) DK was unable to attend.
- Proposed Wiltshire Council Budget – 2023/24. New council tax invoices being sent out to residents.
- Co-ordination of Street Works in Wiltshire – Noted. DK circulated to village.
- Community Speed Watch Scheme continues to make roads safer. - Noted. There are three Community Speed Enforcement officers in Wiltshire and three Community Safety Officers who are out and about daily. Metro count took place recently, results awaited.
- Parish and Town Councils Guidance on CIL 2023 (Community Infrastructure Levy) for new housing projects. Noted.
- Briefing Note 23-01 – Use of council-owned land – Not applicable to Tockenham.
- Climate information and support for local councils – Workshop on 27<sup>th</sup> March, now too late to register.
- Surviving Winter Grants Poster – Added to notice boards.
- Lyneham Banks Update - See Councillor Report above.
- Briefing Note 23-06 – W C new strategy on school places - Noted
- New Custody suite for Melksham police – Noted.

**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 WC - 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.

**Lillybrook House** – retrospective application for tarmac drive and access. P C comments – No Objection. Comments submitted to WC.

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

PL/2023/00900 – Application for 4 Traveller's sites at **Manor Farm** – DK to send comments.

PL/2023/01345 – **Glebe House** – to alter and extend house and add Garden Studio to provide ancillary accommodation. This is a large extension to the house almost doubling the size. DK to contact near neighbours to seek their views but no real objection from P C as development will be out of sight of the listed building – St Giles Church.

**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**

- Clerks Salary - for March 23, £256.00
- HMRC for March 23 Clerk's salary £64.00
- Petrol for mower JM £15.42 Can only keep one 5 gallon can in the shed.
- Fire extinguisher for shed £35.00 KW
- Defibrillator costs £1157.99 Coffee morning on 11th March to raise money.
- Flowers for councillor £ 30 DK

Community First Insurance - £362.28 due by 23/3/23 (Need to look at our assets and ensure there is enough cover to replace if required. **RH** to contact Community First to let them know we are withholding payment until we have confirmed we have enough cover.)

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- WALC training – already agreed.

Proposed by TM and seconded by KW.

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

**Invoices approved unanimously.**

To note Bank balance £27024.75 as of 1st March 2023. £18,000 of this covers our reserves.

Income and Expenditure Noted.

Documents circulated to councillors before meeting.

## 8. 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. KW emailed WC asking to increase priority 27/1/23.
Collapsed handrails at 4 + 5 Tockenham	29 <sup>th</sup> Sept 21	KW	Wiltshire Council	KW reported as issue. Case number 00042522. Case Closed, <b>KW</b> to check work completed.
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 <sup>th</sup> Sept 22 – W C running behind, not high priority. Note - New sign now installed.
Damage to sign by right	March 22	KW	Wiltshire Council	Case No. 00057092 Order has been raised to

turn into Tockenham on A3102.				repair sign Running behind, not high priority. Work Completed.
Parish Steward Visits 2022 Usually, first Tuesday or Wednesday in month.	6/2/23 6/3/23			Any issues to be reported to KW for parish steward's next visit KW has tasked Steward with some jobs. Potholes repaired, Pavements to Trow Lane cleared.
Footpath at Combined Tockenham 6 and Lyneham 26	November 22	KW		Blocked footpath. Case Number 00079904 Ongoing.
Grill for Pipe at Mermaid	January 23	KW		Ongoing.
White railings by Greenway and Mermaid broken	January 23	KW		Ongoing.

Request from resident for “No Parking” sign outside Heron Pond Cottage. Discussion around passing places and signs required. To be raised at LFIG meeting need for Passing Place Only signs. Agreed following planning meeting on 6<sup>th</sup> 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.

**9. Play Area:** – Inspection training – DK has reminded WALC re her request for smaller parish training. See above, AB has contacted Harry Tipple re this.

Possible area of sunken grass in play area by slide. **KW** to look with **JM** to resolve.

Grass cutting rota circulated to volunteers.

**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. – See above, completed.

**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**

A local resident has commented the need for a 'Slow Horses' sign on Trow Lane.

Wiltshire Council are of the opinion, as per the Highway Code, that drivers should expect to see horses etc on narrow country lanes and take appropriate action.

Decided to take advice from LHFIG on this.

Meeting agreed that Coronation Mugs should be given to the children of the parish on celebration of King Charles III coronation in May. DK advised that Hayley has been looking at some designs.

Spring Litter pick – 25<sup>th</sup> March – To be confirmed.

### **14. Dates for future meetings.**

**Date of Next Meeting:** Annual Parish Meeting 18<sup>th</sup> April 23

Annual Meeting 16<sup>th</sup> May 23.

Following the close of the main meeting, the councillors discussed candidates for the casual councillor vacancy and voted. A decision was made.