

TOCKENHAM PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH MEETING HELD ON
Wednesday 9th April 2025

Present: Councillor D Kirby; Chair (DK), Cllr K Woolnough (KW), Cllr Richard Walker (RW), Cllr J Marshall, Wiltshire Councillor Allison Bucknell (AB), Emily Bourne; Clerk (EB),

Also Present: Amanda Gillingham, Kris Dickens, Mandy Cook, Ian Carter, PC Mike Gassner, PCSO Kelly Hillier,

NOTICE OF MEETING – Public Notice of the meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

ANNUAL PARISH MINUTES

- 1. Apologies for absence:** Apologies were received from Cllr Nick Polkinghorne.
- 2. To approve the Minutes of the Annual Parish Meeting 2024**
Minutes from 10th April 2024 Annual Parish meeting were signed as a true record of that meeting and agreed unanimously by those present at today's meeting who had been present at 10th April 2024 meeting.

KW proposed DK seconded. Unanimously agreed. DK signed the minutes.

- 3. Chair's Report** - to receive a Report from the Chair of the Parish Council on the Parish Council's activities for the last year.

Cllr Diana Kirby, Chair of Tockenham Parish Council, read her annual report:-

ANNUAL PARISH REPORT – 2024-2025

This is the meeting where the Parish Council reports on its activities throughout the year – and the public have the opportunity to ask questions. We also invite other village organisations to this meeting – so that they can give their own updates – and we can look at combined activities.

First, I would just like to tell you about the members of the Parish Council. Because of the size of Tockenham, we are only entitled to 5 Councillors. For some time now we have worked with the same team – and have shared responsibilities between us

Me – Chair, admin and general communication

Kevin – Highways

Julie – Play Area

Richard - Environmental Issues

Nick – Rights of Way

This arrangement has been working well, however, we are now at the end of our 4 year term so we all have to stand again - with any other parishioner having the right to apply. Unfortunately, Richard has made the decision to leave us due to work commitments. I did send round an email to see if there was any interest in the parish. I am pleased to say that Ian Carter stepped forward – so we were able to submit 5 nomination papers and they have all been accepted - so we will now form Tockenham Parish Council for the next 4 years.

However, during the last year, we did lose our clerk – Rita Harris – who had been doing a great job. But – we then found Emily, who has settled in incredibly well and is doing a sterling job. We are very lucky to have her.

The tasks of a Parish Council can be quite varied. In the grand scheme of things, Tockenham is a very small parish – but the responsibilities are the same.

PLANNING – all planning applications within the parish are passed to the local council for comment – and we look to assess the impact any application may have on the surrounding area. (Although Wiltshire Council Planning Department consider the comments of the local council – they do not necessarily act upon them!)

This year the following applications were either resolved or submitted –

- Amendment to application for conversion of a stone barn to a small family house at Meadow Court. PC supported, Wiltshire Council approved.
- New application at Glebe House for some minor changes to the original application approved in April '23. Single storey rear and side extensions and garden house. Parish Council gave support. Wiltshire Council approved
- Application to replace existing garage with a block-built one with timber cladding at Crooked Billet, Primrose Hill. Footprint will be the same. Parish Council have supported this. Wiltshire Council approved.
- Tockenham Court Farm – application for change of use of agricultural building to provide indoor equestrian sand school and storage area. Parish Council supported, Wiltshire Council approved.

The council can also comment on applications of neighbouring parishes – which we have done on several applications for new Travellers' Sites. To date – these seem to get passed on appeal!

Just one quick comment on parishioners' concerns about the field opposite Binall. There have been no formal planning applications for this site – but we do understand that it will be a nursery with some animals on site. We will monitor any developments. (Not to be confused with a field on Bowds Lane which is also planned to be a nursery – but with provision for children with neurodiversity.)

FINANCE/BUDGET 24/25 – Please see budget sheet attached.

The noticeable expenditure during the last year has been the clerk's salary, PAYE, Community First Insurance, village flowers, WALC subscription, website subscription and

donation to parish magazine. There have also been some Highways expenditure – but I am going to leave Kevin to cover these.

Above this, we continue to put money aside each year for replacement of Play Equipment and general requirement for community projects e.g. any work needed for Hall or Play Area, possible highways works etc.

Current reserves stand at:

Play Equipment - £20,885

Community Projects - £6,153

We are pleased to say that we have kept the precept for this year at £12,000

EMERGENCY PLAN

Before I pass onto the other members of the Council to give their reports – just a quick word on the Emergency Plan that Tockenham Parish Council have been preparing. I am pleased to say that we now have a proven, practical plan – and a team of volunteers capable of dealing with any emergency which may befall us. Our Village Hall has also been registered as an Emergency Community Hub with Wiltshire Council.

We carried out a very successful exercise a couple of weekends ago with everyone working as a team and resolving issues. I must stress that we are here to assist the real Emergency Services with local knowledge – not to replace them. But we can do what we can with local issues to ease the load.

I must thank Bill Moore for all of his hard work in preparing the plan – and Mike Cook for all of his assistance in helping Bill with the Exercise. Also – great thanks to all of the volunteers who have given up their time and on whom we can depend if necessary.

Cllr Diana Kirby

Chair, Tockenham Parish Council

4. Parish Council's Accounts and Budget 2024-25

Income

Precept	£12,000.00
Vat refund	
Village Hall Committee	£300.00
Donations	£20.00
Total	£12,320.00

Expenditure

	Budget 24/25
Community First insurance	£450.00
WALC subscription	£110.00
GOV.UK Domain Fees	£70.00
ICO registration/membership	£40.00
TEEC	£250.00
Donation to Community Magazine	£300.00

Sub Total	£1,220.00
Clerks salary	£1,597.50
HMRC Clerks PAYE	£420.00
Clerks Expenses	£70.00
Payroll costs	£80.00
Sub Total	£2,167.50
Cllrs Stationery & equipment	£40.00
Internal Audit	£65.00
Sub Total	£105.00
Playing Field Repairs	£500.00
Play equipment replacement	£2,500.00
Sub Total	£3,000.00
Mower Fuel	£75.00
Mower Service	£100.00
Sub Total	£175.00
D. Barnes rent (Hall rent)	£3.00
Sub Total	£3.00
Community Led Plan Projects	£4,000.00
Sub Total	£4,000.00
Road signage	£300.00
Sub Total	£300.00
Noticeboard Restoration	£250.00
Materials for War Memorial	£50.00
Poppy Appeal	£30.00
Flagpole refurbishment	£30.00
Sub Total	£360.00
Village Flowers	£250.00
Village Fair (Prizes)	£40.00
Litter Pick	£10.00
Sub Total	£300.00
Training	£150.00
Sub Total	£150.00
Gifts	£100.00
Sub Total	£100.00

Total	£11,880.50
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5. Reports from Parish Council Subgroups and Committees:

Cllr Kevin Woolnough gave the following report on Highways:-

TOCKENHAM PARISH COUNCIL – HIGHWAYS REPORT - PERIOD APRIL 24 TO APRIL 25

Communication with Wiltshire Council Highways/Drainage and Maintenance Teams has become increasingly difficult as the Parish Council continues to strive to improve our local highways. I would like to thank our Wiltshire Councillor Allison Bucknell for her support in trying help in the communication process.

Residents continue to recover from Storm Babet in 2023 and following the July 2024 visit by the WC Drainage Team every effort is being made to push for a second site visit and a review of last year's findings concerning Tockenham Corner, the main village area on the C120, Greenway and Mermaid Corner at the junction with Preston Lane.

The Parish Council would like to thank local landowners who have cleared both ditches adjacent to highways and watercourses close to properties affected by flooding.

Flooding at Tockenham Wick and the resulting road surface damage from the increasing vehicle loading due to the closure of the B4069 at Bradenstoke is due to be addressed contractually once the B4069 is reopened, scheduled for April 2025. A site visit also took place in 2024 between the Parish Council and Wiltshire Council Highways representatives to look at steps which could be considered to reduce the risk of flooding once the carriageway has been repaired.

Our local 'C' class roads continue to deteriorate, and our Parish Steward is able to carry out small pothole repairs. However, we continue to highlight the poor condition of our roads to Wiltshire Council in the hope they may be added to the Wiltshire Highways maintenance schedule.

Our proposed new passing bay on the C120 at Rowley Copse had been scheduled for construction in May 2025. However, a recent survey has revealed an unexpected BT cable below the surface of the verge. This project has probably been brought to an end by the prohibitively high cost of re siting this cable.

The Parish Council continue to address the concerns of possible speeding on the C120 through the main built-up area of the village. This issue has been looked at for many years. The results from the recent Metro count mean the Parish Council can now apply for a 20mph maximum speed assessment to be carried out. We are hopeful that this will result in a recommendation to proceed with the installation of a 20mph zone.

Last year following concerns from residents about increased traffic movement (in particular equine vehicles) between the village and the A3102 the Parish Council, with Wiltshire Council support, part financed the installation of four passing bay signs.

Tractor movements through the village continued to cause concern to residents. We are working closely with the local Police to ask contractors to be considerate when travelling along our highways.

The Parish Council Highways rep works closely with our allocated Parish Steward who visits once month to repair small potholes, clean road signs and bus shelters, insert drainage grips clear drain covers and tidy entrances to rights of way.

As last year our verges along the C120 and C130 will be scheduled for cutting between September and December with visibility splays receiving a trim as and when Wiltshire Council Highways team determine.

Occasional vactor work will continue to be carried out but the Parish Council cannot control scheduling.

*Cllr Kevin Woolnough
Highways rep, Tockenham Parish Council*

Cllr Richard Walker gave the following report on the Environment:-

ENVIRONMENT REPORT TPC ANNUAL GENERAL MEETING 2025

I have been representing Tockenham Parish Council in all things Environmental as I am very interested in our Local Environment and the wider issues this covers.

Wiltshire Council continues to take the Environment very seriously and have set some fairly ambitious targets as have all councils up and down England. Wiltshire have set up several initiatives and committees to tackle various Environmental issues. These include the following:

Wiltshire and Swindon Local Nature Recovery Strategy (LNRS) which is a mechanism to deliver nature recovery at a local and regional scale as introduced in the Environment Act 2021. I have attended various Webinars on the matter the latest was this lunch time for Farmers, Landowners and other interested parties, they have now nearly finished the consultation and will start the planning side.

Wiltshire Climate Team launching various schemes such as Second Solar Together Scheme: Solar group-buying approach with independent expert iChoosr in May 2023.

They also responded to the recent Council Climate Action Scorecard in Oct 2023. Where we scored above average for single tier councils, let down by Transport and waste.

Other Organisations that are keen to support Environmental Issues

Wessex Water with their Environment Fund Grant

Campaign To Protect Rural England Wiltshire Group AGM

I attended the CPRE Wiltshire group AGM on 16/07/2024 2 big issues

- a. using large scale solar farms when we should be generating solar power from roof tops "Shout from the rooftops"
- b. The new labour government took action against NIMBYism "Not in My Back Yard" approach to planning, this could be disastrous as all brownfield sites should be used before Green Field sites, as this although more expensive it will reduce the environmental impact!

Other More local events

Clyffe Pypard & Bushton Wild Life Group

I have joined the committee of The Clyffe Pypard & Bushton Wild Life Group they arranged the following events last year:

- 1. Big Farm Big Machines
- 2. The Winter Walk

Checked out the progress of the 100 Trees we planted in late spring 2023 at Jim and Clare Webbs field on Preston Lane over 2 days we planted over 100 trees with the help of Lyneham/Bradenstoke parish. Most are doing well despite the lack of rain after planting in 2023. We have lost possibly 10-15 which are mainly the oaks.

Cllr Richard Walker

Environment rep, Tockenham Parish Council

Cllr Julie Marshall gave the following report on the Playground:-

Tockenham playing field has a mowing rota in place which is kindly mown by village volunteers. Last year we noticed that there were two areas in the field that showed signs of sinkage. These two areas were filled in with clay soil, the ground has now settled.

I have enquired about replacing some equipment that was deemed to be unsafe. I have a meeting booked with a safety/playground practitioner. To see the best way forward.

Cllr Julie Marshall

Play Area rep, Tockenham Parish Council

Cllr Nick Polkinghorne, via Cllr Kevin Woolnough, gave the following report on Rights of Way:-

TOCKENHAM RIGHTS OF WAY

The last year has seen both the joys and challenges of our great and extensive collection of footpaths.

Challenges remain around the lack of funding and attention paid to our small parish's Rights of Ways by Wiltshire Council and also in maintaining an open line of discourse with our landowners and their own important need to make their land viable during increasingly difficult times. For the former, we are in the process of building a volunteer group within the community and I appreciate the input from parishioners to help locate issues within the

network. Once up and running I hope that we will be able to deal with the majority of issues within our own community. To the latter, I will continue to speak with our landowners in a collaborative fashion to ensure that our footpaths are open and usable to all.

In the last year we have had two very popular and pleasant walks around two of our circuits and look forward to more this Summer and Autumn. These walks have been a great way to bring us villagers of Tockenham together for walk around our paths followed by treats in the village hall (thank you Julie and Kris and everyone else who has helped on the village hall side!). We all know the benefits of getting out and about in the nature that surrounds us and this is something I will continue to champion as long as there is a willingness to attend within the village!

Look forward to another good year ahead (and hopefully an improved Summer!), and as always, very open to thoughts and ideas from the community.

Cllr Nick Polkinghorne
Rights of Way rep, Tockenham Parish Council

6. Reports from Wiltshire Police

PC Mike Gassner gave the following report:-

We have been keeping on top of this and concentrating on tractors and flooding issues. We always welcome the comments from everyone.

We had a positive conversation with the abattoir and the highways issues that are being caused by deliveries. We hope this issue has now been resolved however if there continue to be problems or concerns please contact us.

There are monthly catch-up sessions with the police, run by Wiltshire Council, with both police and parish councillors in attendance. These sessions are very useful, and parish councillors can bring questions and concerns to the attention of the police.

PC Mike Gassner
Wiltshire Police

7. Reports from Local Organisations

Mandy Cook gave the following report on the Parochial Church Council:-

CHURCH REPORT 9TH APRIL 2025

The work of the Parochial church Council has centred this year on three main areas. The church building, worship and pastoral and mission. The Annual Parochial Church Meeting will be on 22nd April at 7:00pm in the church.

Church Building

Following significant repairs to the bell cote and weather vane the PCC has been concentrating on recouping the, much depleted funds from grants, appeals and fund raising. This has had positive responses resulting in £28,846 which is 45% of the total cost meaning that we will need to continue our efforts into the future.

We have recently appointed a new contractor to keep the churchyard and hedge tidy and have been pleased with the results. We continue to have working parties of volunteers to do the things we can ourselves. The path underneath the yew tree was very mussy and has been recovered with chippings. We were hoping that we might be able to replace the path but there are too many restrictions on the use of more modern solutions. The church carpet has recently been cleaned.

Worship and Pastoral

During the past year our service pattern has been 2 services a month, one communion led by Rachma and one Morning Prayer led by Mandy. We have a strong worshipping community and regularly have between 9 and 15 people attending and often up to 20. In February Rachma left the Benefice and we are now in vacancy. We are lucky to have Jonothan Beach, the chaplain at St Mary's Calne who has volunteered to lead services, Richard Holness, our part time curate who will remain with us and lead services and several other retired clergy in the area who are willing to help when they can. Mandy will also continue with one service a week, pastoral work and some funerals. Elaine Leighton will continue to be Benefice administrator.

There is a Benefice team supported by the Rural Dean, Jane Curtis, to create a job profile, person specification and Parish Profile to advertise for a new incumbent. The bishop has agreed that we can advertise for a full-time incumbent, which is good news as many parishes are now having part time vicars. The adverts will go out in October and interviews will be in January 2026.

Mandy will co-ordinate with Elaine about any queries about life events: weddings, baptisms or funerals.

Mission

The church is keen to be relevant to all. Members of the PCC sit on most of the village committees and take part in the rich variety of events and organisations throughout the village. The Morning Prayer service has been adapted to be more inclusive, less traditional and welcoming for people who are interested to explore faith. A zoom prayer meeting takes place fortnightly and occasional spirituality-based village activities are planned. Mandy leads collective worship and occasional Spirituality days in Broad Town School and Marlborough Primary school. It is the PCC's hope and intention to attract a new incumbent to help us meet people's faith and spirituality needs and desires in relevant ways in the future.

*Mandy Cook
Lay Preacher, PCC*

Kris Dickens gave the following report on the Village Hall:-

TOCKENHAM VILLAGE HALL

The village hall committee continues to work tirelessly and 2024 was very successful with the introduction of new events such as 'Bongo Bingo' (a music themed bingo game) the Christmas bingo and raffle, and a cider, beer, and hog roast festival at the local farm in the summer, and the regular clubs continue to support parishioners as well.

Financially the committee holds healthy funds in reserve, however, the day to day running costs are increasing and we are just breaking even each month currently. The Village Fair contribution we receive annually does make a huge difference to our day to day finances and is very much appreciated.

We have recently had essential building repairs done using a £4,000.00 grant from the Bradenstoke Solar Fund and £1,500.00 from our reserves. An internal wall was replastered and decorated, repairs to parts of the roof covering and eaves, repairs and repointing to an external gable wall, and improved ventilation, all of which will help to mitigate damp ingress.

The committee is currently progressing improvements to the hall heating, electricity usage, and heating water, the aim being to secure a second grant from the Bradenstoke Solar Fund soon.

The committee is working quietly in the background with the parish council to secure the future of the building as a community hub in addition to our longer term plans to make improvements to the building for people with disability, to develop the internal storage and countertop area into a kitchen, and to introduce multimedia technology; the ambition being to improve hall use and income through hall hire.

I thank the committee, and the parish council for their continued dedication and support to keep the village hall relevant.

Kris Dickens

Chair, Tockenham Village Hall Committee

Amanda Gillingham gave the following report on the village defibrillator:-

DEFIBRILLATOR

Dorset & Wiltshire Fire and Rescue Service recently carried out defib training in which 19 villagers attended; the training was excellent, and a donation was given to the Fire Fighters Charity. In total six training sessions have been carried out with approximately 100 villagers being trained.

The current advice is for a bleed control kit as well as a defib; it is recommended because of the number of farms in the parish. However, the kit is expensive and might be ineffective due to the locations of the farms and how spread out they are around the parish.

There is currently a suggestion of a new defib outside the door of the Village Hall.

Amanda Gillingham
Defibrillator Guardian

Kevin Woolnough gave the following report on the Village Fair:-

ANNUAL REPORT TOCKENHAM VILLAGE FAIR 2024

Tockenham once again produced a traditional Fair providing varied Stalls and entertainment and many regulars from far and wide returned to support us.

The Fair committee wish to thank all those who contributed to making this one of our most successful Fairs since records began.

From the Net distribution profit £9227.97 the Committee were able to distribute the following monies:

Parish Council for Village defibrillator expenses - £300

Wiltshire Search and Rescue - £500

Tockenham Village Fair (for 2025 Pre-Fair expenses) - £600

This totalled - £1400

The remaining £7827.97 was divided between the Village Hall and PCC.

The Village Hall receiving £3913.98 and the PCC £3913.99.

The Fair Committee have been meeting regularly since January and are planning for the 2025 Fair. This year Prospect Hospice is our nominated Charity. At our last meeting concerns were voiced that support numbers from residents needed to ensure the Fair's continued success were down more so than in previous years. The Committee are addressing these concerns and it is hoped 2026 will see an upturn in support from this year.

Monies will be distributed as follows:

Parish Council £300.00 to pay for defibrillator expenses.

Prospect Hospice £500.00

An amount agreed to be held back for Pre-2026 Fair expenses.

From the remaining balance, 50% will go to the PCC and 50% to the Village Hall.

Kevin Woolnough
Chair, Tockenham Village Fair

8. Report from Wiltshire Council Representative

Wiltshire Councillor Allison Bucknell gave the following report:-

2024-5 has been another busy year.

From Wiltshire Council's perspective, the Council has managed its budget well and has managed to save enough money to invest £20m in extra highways and flooding improvements. There are now 3 Bobcat machines that do "proper" pothole fixes, and

additional gulley cleaners. No services have been cut, and the council is investing in new and improved leisure centres.

Flooding

Work is still ongoing since the unprecedented flooding of 2023. The residents whose homes were flooded have all done works to protect and repair their property. Some have received government grants. Many landowners are now digging their ditches, and Wiltshire Council has increased the regularity of gulley cleaning, but not all problems appear to be remedied so a further visit has been requested from the drainage/highways team.

A huge amount of work has been put in by the Parish Council, in particular Kevin, who has been an absolute legend.

A3102 Safer Roads Scheme

Works have taken place along the length of the A3102 to implement what is intended to be a safer road. The jury is out on this! The state of the widened road outside the abattoir has been reported to officers and I am awaiting a response as to what action is to be taken.

Lyneham Banks

The road re-opened on April 2nd after a closure of more than 3 years. Hopefully the residents of the rat run roads are seeing a vast improvement in their quality of life. The temporary traffic orders will be reviewed and repairs to the damaged roads will be scheduled in due course but I don't have dates for either yet.

Area Board

We have been focussing on increased provision for young people and carers as well as enhancing the work done to protect the environment and work towards Net Zero. We have been had good support from Tockenham Parish council both at the formal meetings, but also at LHFIFG where we have supported schemes from Tockenham, including the Passing Places signs and investigating a new passing place.

Bradenstoke Solar Fund

We are in the second year of £10k funding from the solar fund. To date the Village Hall has received nearly £4k towards damp proofing and also received a £1500 grant towards Winter energy costs. There is still £16k to be claimed!

Coming Soon

I am excited to announce that from April 23rd there will be a new Demand Led Transport bus service operating 6 days a week. This is a very clever shared bus/taxi service which will pick up from designated points and either connect to an existing bus service (eg 55) or will take to the destination. Our area goes from Malmesbury to Broad Hinton, and can also be used for GWH, and Swindon Orbital. It is open to any users and is heavily subsidised. For the less ambulant, a door to door service can be arranged, and the buses are wheelchair accessible. This could be a game changer for many people living in remote locations that do not benefit from a scheduled bus service.

Thank you....

We have elections on May 1st, I am standing again and hope that the electorate will vote me back in as I really enjoy supporting the wonderful communities that I represent.

I would like to say a huge "thank you" to the parish council and clerk – they are great to work with and really have your back and keep me on my toes.

Allison Bucknell

Wiltshire Councillor Lyneham Division

9. Public Questions and General Discussion of Parish issues

A discussion was held regarding the 80th Anniversary of V E Day on Thursday 8th May 2025. It was agreed a V E Day event would be held on 8th May as follows:-

8pm – Village hall to open

8:30pm – Bar in the village hall to open

9:30pm – The flag will be raised, the commendation/citation will be read, the hymn 'I Vow to Thee, My Country' will be sung, the Church bells will be rung, a prayer will be read and the National Anthem will be sung.

Date of next meeting 7th May 2025, Annual Parish Council Meeting followed by Parish Council meeting.

Meeting closed: 8:24pm