

TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Wednesday 8th January 2025 at 7pm

Present: Cllr Diana Kirby; Chair (DK), Cllr Kevin Woolnough (KW), Cllr Julie Marshall (JM), Cllr Richard Walker (RW), Cllr Nicholas Polkinghorne (NP), Wiltshire Cllr Allison Bucknell (AB), Emily Bourne; Clerk (EB).

PC Mike Gassner and PCSO Kelly Hiller arrived at 7:12pm.

Public Question Time

Bill Moore was not present however KW provided an update on the Emergency Plan. The last Emergency Plan meeting went well and there will be an exercise on 29th March 2025.

Reports from Wiltshire Councillor

Verbal report received from Wiltshire Councillor Allison Bucknell. AB advised Wiltshire Council had several project and funding cuts and the planning framework has changed so they are required to accommodate twice the number of houses per annum. However the main item at Wiltshire Council at present is the Devolution Priority Programme with an extraordinary meeting being held on Thursday 9th January 2025.

7:12pm – PC Mike Gassner and PCSO Kelly Hiller arrived. Apologies were given for being late as they had been called to an incident.

Police Report

Discussion between PC Mike Gassner, PCSO Kelly Hillier and members regarding the main concerns for Tockenham. Members advised officers that the main concerns for the village were inconsiderate driving from contractor farmers (speeding and damaging verges) and traffic issues outside the abattoir on A3102.

Regarding contractor farmers; officers advised members that any instances should be reported to them via the following email royalwoottonbassettareanpt@wiltshire.police.uk. Any information (such as contractor name and/or registration number) should be passed onto the police so they can follow up with the driver.

Officers advised they would speak to the abattoir regarding issues that the deliveries are causing to the traffic on A3102.

The police were given various dates of upcoming meetings and events in Tockenham which will be added to their calendar.

7:53pm – PC Mike Gassner and PCSO Kelly Hiller left the meeting.

AGENDA

1. Apologies for absence.

None.

2. **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.

3. **Minutes** – Members had previously been circulated with the draft minutes and notes. RESOLVED to approve the minutes of the meeting held on 6th November 2024; proposed by KW, seconded by NP, DK signed, agreed unanimously by members who were present.

4. **Clerk's Report**

All items were noted and the following were discussed:-

- Donations for magazine – 12th November 2024

Donations will be kept the same for this year but will be re-assessed next year.

- Sealed Traffic Regulation Order – Various Orders – Royal Wootton Bassett, Calne and Tockenham – 3rd December 2024

Concern that there are inadequate signs for the new road layout; will be monitored and issues raised if necessary.

- Save the Date: WALC Executive Meeting – January 6th 2025 – 16th December 2024

KW advised he attended the WALC meeting. KW provided the following update; there will be a 3% increase in WALC fees for 2025/26 and WALC are holding a meeting via Zoom in January 2025 for Town and Parish Council Chairs.

- Wiltshire Police and Crime Commissioner unveils new Police and Crime Plan to enhance safety across the county – 20th December 2024

EB to check whether there is a link in the email so DK can email it to the village.

Other items for discussion; all previously circulated: -

- Draft Brinkworth with Grittenham Neighbourhood Development Plan (2020 – 2038) Regulation 16 Consultation – 18th November 2024

NP commented there were no surprises in the document. NP thought the company (Master Land & Planning Ltd) who assisted in putting the plan together had done a good job and asked whether Tockenham should look at obtaining a quote from the company to assist with updating their plan. DK to contact Master Land & Planning Ltd for a quote.

- Government Community Match Funded Defibrillator Scheme – 20th November 2024

DK to send an email to residents of Tockenham Corner to establish if anyone would be interested in being a Defibrillator Guardian and/or having a defibrillator on/by their property.

- CPRW Wiltshire Best Kept Village Competition 2025 – 15th December 2024

The competition was discussed; due to the amount of work involved it was decided Tockenham would not take part in this year's competition but would enter next year (2026). EB to contact organisers and inform them of the above.

- Parish Steward Schedules January-December 2025 – 20th December 2024

Dates of the Parish Steward visits were noted; any items to be reported to KW prior to the visit to allow KW to submit a list of jobs a few days before the visit. KW advised due to the cold weather the Parish Steward visits might be cancelled/re-arranged to allow them to carry out gritting.

DK commented that she had received an email from a resident about the planting of a

memorial tree. It was agreed the planting could go ahead, however a statement to be issued afterward to advise residents there could be no further planting due to lack of space. KW and RW to confirm location of planting and RW to contact resident.

5. Planning

Comments about Planning application PL/2024/07048 were noted.

6. Finance and Administration

Retrospective Items:-

- Bulldog Shed and Fencing (Shed Locker) - £480
- Abbey Fire Protection Ltd (Shed Fire Extinguisher) - £27.95

NB the above 2 items; whilst paid on 23rd November 2024, are shown on the December 2024 spend sheet, to avoid confusion with those payments approved at the 6th November 2024 meeting.

Invoices to be approved:-

- Clerks Salary - £282.20
- HMRC for Clerk's salary - £70.60
- Kevin Woolnough for EMP storage boxes - £15.00
- Julie Marshall for gifts for grass cutters - £36.18
- Diana Kirby for wine for EMP training - £30.74

This item was brought up at the meeting.

Proposed by NP and seconded by RW. NP to set up payments and RW to authorise. All invoices approved unanimously.

Members noted the bank balance.

Members agreed a £50 donation to a Fire Fighters Charity; Amanda Gillingham (Defibrillator Guardian) will confirm details of the charity once the second defibrillator course has been provided.

KW advised the costings for the stationery equipment and padlocks for the Emergency Plan would be as follows: £7.72 for each padlock (two padlocks required), £96.95 for various stationery items. Members agreed the purchase of two padlocks at a cost of £7.72 each and up to £100 for stationery items. Proposed by JM, seconded by RW. KW to purchase the items required.

DK advised that the defibrillator requires new pads in April 2025 at a cost of £78.79. Members agreed to pay for the new pads as and when required.

7. Draft Budget 2025/26 (Appendix A)

Proposed by KW and seconded by JM; Draft Budget 2025/26 approved unanimously (copy included in these minutes).

Members agreed the precept should be set at £12,000.

DK to update the list of reserves and circulate to members.

8. Town / Parish Precept Requirement 2025/2026 Form (Appendix B)

Members approved the Town / Parish Precept Requirement 2025/2026 Form based on the Budget 2025/26 above. The Chair and Clerk signed the form and approved EB to email the signed form to Wiltshire Council before the deadline of 20th January 2025.

9. Highway Matters

- Highways Annex table (Appendix C)

KW discussed the Highways Annex table (copy included in these minutes). KW advised that the potholes at bluebell wood would be included on the Parish Steward's list for their next visit.

10. Play Area

JM advised the play park is in good shape and is stable. The play park is not receiving much use at present due to the weather. In the spring the equipment may require a coat of paint (or similar) to keep it in good condition.

JM to look into additional equipment; such as a rocker, and bring ideas/quotes to the March meeting.

KW advised the step on the shed had been installed (at no charge) and the ramp for the mowers can still be used.

11. Rights of Way

NP provided a Rights of Way Annex (copy included in these minutes). NP advised there were a couple of outstanding cases with Wiltshire Council that are being pursued.

NP commented that not many new items are being reported by residents; this is likely to be due to the weather.

NP is looking at the Rights of Way Toolkit and would like to set up a 'Footpath Group' made up of those using the paths on a regular basis; possibly including dog walkers. The group can identify any paths that need improvement and/or paths that are inaccessible. NP to put together a message about creating a 'Footpath Group' and include it in the village magazine.

Wiltshire Council funding is available for maintenance works to footpaths via the Solar Farm Fund.

A date for the spring walk to be set at the March meeting.

12. Environment

RW advised he had attended the Clyffe Pypard and Bushton Wildlife Group who had done a Winter Walk. The walk stopped at various spots to talk about the wildlife/environment.

RW and NP agreed to combine the spring walk with environmental/wildlife talks. RW and NP to look at Mary Waters' book '*Come with Me...A Walk Round Tockenham*' for ideas.

RW to put an article in the village magazine. KW to email contact details for the magazine to RW.

RW to contact Jason Cook from the RWB Environment Trust to borrow the thermal imaging camera for a week so it can be used by residents. RW to contact residents once the exact week is known to allow them to book a time to use the camera.

13. Councillor reports

DK advised the village would like to do something to celebrate volunteers; possibly a Carers Event after the fair.

DK advised the Community Care Group held an event in Cricklade which was very popular with about 80 people attending. They also ran a 'Techie Tea Party' in Lyneham; again, this was very popular and similar events will be held in different towns.

DK reminded members that the election was on 1st May 2025 and to read information from Wiltshire Council regarding the election as and when received.

14. White Gates

These ornate structures are normally at the entrances of villages/towns to denote the start; Tockenham would require three. Wiltshire Council have provided a quote to install the gates at a cost of £6,000 to £8,000. KW advised that an LHFIF application could be made however it would be a very low priority.

Members decided to wait for the results of the metro count before moving forward.

19. Date of Next Parish Meeting: 12th March 2025

Dates for future meetings:-

Parish Meeting:

Annual Parish Meeting: 9th April 2025 – NP advised he would be unable to attend this meeting. DK to send an email to the village to remind them of the meeting.

Annual General Meeting: 7th May 2025

Meeting closed: 9:20pm

Tockenham PC Budget		Agreed at PC meeting 08/01/2025		Budget 2025/26																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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Highways Annex A - dated 01 November 2025.

Issue	Date Reported	By Whom	To	Progress
Parish Steward Visits 2023 Usually, on a Thursday in month.	Next Visits 2024 26 Feb 26 Mar			Any issues to be reported to KW for Parish Steward's next visit.
West Tockenham, Flooding. C120 Main Village	Aprl 23	DK	WC	Blocking gully investigations at Field view indicates a link to main Village flooding issues. Work carried out 21 st Nov 24 however main Village flooded after this during 'Storm Bert' Nov 24.
Tockenham Wick, Flooding <i>Update from site visit 9th Oct 2024 with David Arnup (DA) and Martin Cook (MC).</i> 21 st Nov Chase email to MC – Reply, MC chasing Drainage Team for meeting.	April 23	KW	WC	KW had a further site meeting with DA and MC 9 th Oct 2024. Investigations to proceed looking at alternative measures to reduce flood risk. Action DA and MC.
Request for deterrent to avoid domestic fence damage from large vehicles mounting kerb at corner of Orchard Lane/C130 Junction <i>Update 9th Oct 2024 from David Arnup</i>	May 23	KW	WC	Deterrent - due installation 2024 Case closed - Work completed.
Opposite Field View - No 1 Tockenham. Blocked drain/gully. Road area by sewage plant now breaking up due to constant flow of water. Issue linked to main Village flooding. SEE ABOVE	Sept 23	KW	WC	Case No.00125935. Investigation Aug 24 shows fractured pipe. Works due Oct 24. Works carried out 21 st Nov 24.
Flooding – south of Rowley Copse.	Nov 23	KW	WC	Culvert blasted. Awaiting watercourse re-direction work by landowner east side of culvert. NOTE – Concerns exist that this may impact on Tockenham Corner.
Junction with Preston Lane C130. – Mermaid Corner. Continuous flooding. <i>Update – Nov 24 KW chase email to MC/DA to hasten works request.</i>	Nov 23	KW	WC	Case number is 0013210. Requires extensive surveys. Following site meeting with KW and AB, drainage and highways teams to work together to investigate.
Pothole case No.- Greenway 148264 Orchard Lane – 148105 and 148101 Greenway 144238.	Jan 24	KW	My Wilts App	Reported. Awaiting repair/investigation. Ongoing as C class road – low priority.
Progressive surface damage to C130 Orchard Lane. DA site visit identified that ditch east side of C130 no longer exists and should be re-inserted by Queens Court landowner.	March 24	KW	WC	Report and recommendation received from DA 12 Jul 24 that ditch be re-inserted after end of Aug 24 nesting season.

Tockenham Parish Council RoWs Appendix

Issue	Case #	Date Reported	By Whom	To	Progress
Trow Lane entrance (Tock Parish) - At entrance to ROW post leaning heavily requires re-insertion into ground.	00132308	11/11/23	KW	WC	Still being handed over – spoke to WC who are chasing
Entrance to Tock 4/10 sign post down and propped up against metal field gate	00181753	7/8/24	KW	WC	Same as above?
Tock 11/10 Handrail insecure and detached from footings	00133938	21/11/23	KW	WC	Still being handed over – spoke to WC who are chasing
LYNE 24/10 (Tock Parish) Bridge repair on brook/stream crossing. Whole structure failure	00095032	14/02/23	KW	WC	Still being handed over – spoke to WC who are chasing
TOCK8 The stile is broken	00190589	11/10/24	NP	WC	Still being handed over – spoke to WC who are chasing
TOCK7 Bridge broken	00190592	11/10/24	NP	WC	Still being handed over – spoke to WC who are chasing