

TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Wednesday 11th March 2026 at 7pm

Present: Cllr Diana Kirby; Chair (DK), Cllr Kevin Woolnough (KW), Cllr Ian Carter (IC), Cllr Julie Marshall (JM), Cllr Janet Nicholls (JN), Wiltshire Councillor Allison Bucknell (AB), Emily Bourne; Clerk (EB).

Public Question Time

No members of the public were present.

Reports from Wiltshire Councillor

Verbal report received from Wiltshire Councillor Allison Bucknell. Wiltshire Council have passed their budget. The HRC's in Compton Bassett and Purton will remain open; Compton Bassett for 1 year and Purton for 3 years whilst a new facility is sought. Wiltshire Council will be moving to weekly food collections within the year and 3-week bin collections. Wiltshire Council's Local Plan will fail; comments have been made that it is not strong enough towards the end of the document. Wiltshire Council are therefore meeting next week to discuss next steps for gypsy and traveller sites in the county. The Area Board are dropping down to 3 meetings a year.

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 (7th January 2026) – Members had previously been circulated with the draft minutes and notes.

RESOLVED to approve the minutes of the meeting held on 7th January 2026; proposed by JM, seconded by KW, DK signed, agreed unanimously by members who were present.

4. Clerk's Report

All items were noted and the following were discussed:-

- The Wiltshire Bobby Van Trust Charity Services – DK to circulate to the village
- DK advised at a recent meeting with the Police they had advised the following:-
 - PCSO Kelly Hillier had been given an award for her work on the mural at Boroughfilelds toilets in Royal Wootton Bassett
 - There will be two new officers for the area from April; PC Jamie Moore and PCSO Erin Newton.
 - Wiltshire Police are the worst funded with the lowest number of officers per head
 - Wiltshire Police have access to over 30 drones to support them; which are cheaper than helicopters.

Other items for discussion; all previously circulated: -

- Best Kept Village Competition 2026 – it was discussed but members decided not to

enter the competition this year due to the Council's prior commitments but it should enter next year (2027).

- Training Bulletin – EB confirmed JN and IC are both booked onto the training; Councillor Fundamentals, on 14th May 2026.

5. Planning

ENF/2025/00570

Field in Greenway, Tockenham

Land opposite Miracle Trees on the C120.

20/02/26 - Update from Wiltshire Council Planning Enforcement; *'...a Prior Notification application for a 3-bay open fronted portal framed agricultural building has been submitted and is currently with the Council's Technical Support Team awaiting validation. The application should be available to view on the website in the next week or so. A planning application for the hardstanding at the entrance to the site is currently being prepared'*.

AB confirmed this application (ENF/2025/00570) is linked to PL/2026/01193 below. The prior notification Wiltshire Council Planning Enforcement mention above is application PL/2026/01193. No planning application for the hardstanding at the entrance to the site has been received.

PL/2026/00265

Glebe House, West Tockenham, Swindon, SN4 7PJ

Application Type: Householder planning permission

Extension of existing garage

Deadline for Comments: 18th February 2026

Decision: Awaited (expected 11/03/2026)

Short URL: <https://shorturl.at/4O8zw>

Members noted the deadline for comments had passed but had no issues with the application.

PL/2026/01193

Haresbrook Farm, Greenway, Tockenham, Swindon, SN4 7PW

Prior Notification: Building

A three bay open fronted portal framed agricultural building

Decision: Prior notifications are not open for public comment, as they are assessed against national criteria

Short URL: <https://shorturl.at/TdcYt>

Members noted the above application.

6. Insurance Renewal

Members had previously been circulated with the renewal documents. The insurance will renew on 24th March 2026. The following items to be added to the policy:-

Eight Motorola T92 Handset (total cost £350)

Four Handset easy charging plugs (total cost £40)

Members advised only the radios above should be added to the insurance policy. DK to speak

to the Insurance Company and arrange for the above items to be added to the policy

7. Finance and Administration

Financial Procedures

To revise Parish Councillor's procedures for the set up and approval of payments.

Members agreed when the 'authoriser' makes the payment they will double-check the bank details against the invoice. It was noted that regular payments to Clerk, HMRC etc. do not have an invoice but if the account details were changed the Parish Council would be notified. Once the payment has been approved an email will be sent by the 'authoriser' to the Clerk and the Councillor who set up the payment. All members were made aware once a payment has been set up the 'authoriser' only has one or two days to approve the payment; if the payment is not approved in time; as a security measure, the payment will be deleted.

Payments

To consider financial matters; documents circulated to Councillors before meeting.

Council to approve for payment: -

Retrospective Items:-

- Peter Maksymuk Surveying Ltd. - £2,400 for survey on village hall
- TEEC Limited (Website Company) - £223.20 for Tockenham Parish Council website and email accounts
- The Wood Workshop (Kevin Carter) - £90 for floorboards in the village hall
- Ligo Electronics - £330 for radios for Emergency Plan
- Awdry Law - £1,184.76 for initial searches for legal work re village hall
- AED Donate - £97.55 for a bleed kit

Invoices to be approved:-

- Clerk's Salary - £282.20
- HMRC for Clerk's salary - £70.60
- J Marshall - £42 for playground sign
- Community First - £505.71 for Tockenham Parish Council insurance
- E Bourne - £3 for David Barnes Community Hall Trust email accounts (22/01/26 to 21/02/26)
- E Bourne - £1.20 for David Barnes Community Hall Trust Website
- E Bourne - £3 for David Barnes Community Hall Trust email accounts (22/02/26 to 21/03/26)
- WALC - £48 for Clerk's training course on 11th March 2026
- Donation - £100 donation in respect of First Aid / Bleed Kit training being held on 28th March 2026
- Clerk's salary for additional hours worked in January and February 2026 in respect of the David Barnes Community Hall Trust (8 hours 55 minutes total) - £101.55
- HMRC for Clerk's salary for additional hours worked in January and February 2026 in respect of the David Barnes Community Hall Trust - £25.20
- J Marshall - £14.84 for fuel for the mower (added at the meeting)

EB advised the Clerk's training had been cancelled at the last minute and therefore the WALC payment above for £48 does not need to be made.

Proposed by DK and seconded by IC. KW to set up half the payments for IC to authorise and KW to set up the other half of the payments for JN to authorise. All invoices approved unanimously.

Members noted the bank balance.

Members noted the two upcoming payments of £40 (+VAT) for Councillor Training.

8. Tockenham Parish Council Policies

Tockenham Parish Council have nine policies; copies of which can be found on the website. The following policies are to be reviewed:-

Code of Conduct; adopted July 2020
Co-option Policy; adopted January 2021
Financial Policy; adopted January 2021
Planning Policy; adopted January 2021
Recruitment of Staff Policy; adopted January 2021
Standing Orders; adopted July 2020
Training Policy; adopted January 2021

All policies above were approved with no changes except for the Financial Policy; changes to be made where necessary to ensure it reflects the comments made in item 7 above.

Data Protection Policy (Appendix A)

Members agreed to adopt the policy with no amendments. Policy to be reviewed every 4 years.

Equality and Diversity Policy (Appendix B)

Members agreed to adopt the policy; one amendment to section 10; the policy will be reviewed every 5 years rather than every 3 years.

Complaints Policy (Appendix C)

Members agreed to adopt the policy; one amendment to section 10 to refer to the Council's Data Protection Policy and Freedom of Information Policy. Policy to be reviewed every 5 years.

Privacy Policy (Appendix D)

Members agreed to adopt the policy; one spelling error to be amended. The policy to be reviewed every 5 years.

Freedom of Information Policy (Appendix E)

Members agreed to adopt the policy however changes are required to the 'Module Publication Scheme'. The policy to be reviewed every 4 years.

Website to be reviewed and updated by EB to ensure relevant information is included on the website where necessary.

Review dates for all policies are as follows:-

- 1 year – March 2027

- Co-option Policy
- Training Policy
- 2 years – March 2028
 - Financial Policy
 - IT Policy
 - Standing Orders
- 3 years – March 2029
 - Code of Conduct
 - Safeguarding Policy
- 4 years – March 2030
 - Data Protection Policy
 - Freedom of Information Policy
- 5 years – March 2031
 - Complaints Policy
 - Equality and Diversity Policy
 - Recruitment of Staff Policy
 - Planning Policy
 - Privacy Policy

The above dates are a recommendation; any policy can be reviewed at an earlier date if required.

Any new Councillor; as part of their training, will be asked to read the Council's policies.

Three policies were selected to be drafted and brought to the May meeting for adoption. Each Councillor to draft the following policies and circulate drafts to all members prior to the May meeting:-

KW – Risk Management Policy
 IC – Civility and Respect Policy
 DK – Anti-harassment Policy

9. Highway Matters

- Tockenham C120 / C130 20mph installation

KW advised that on 12th February 2026 Wiltshire Council had advised that the formal advertisement was imminent.

- Highways meeting – 26th January 2026

KW advised a meeting was held via Zoom on 26th January 2026. Mermaid junction was discussed together with the condition of the road to Tockenham, Bushton and Tockenham Wick. The next meeting is scheduled for 23rd March 2026; provided the representative from Wiltshire Council Highways Department has returned from sick leave.

- Cone collection – Hill View

KW advised an email had been sent on 19th February 2026 and the cones will be collected.

- Primrose Hill / A3102 Assessment

A 37-page safety assessment has been published. One comment in the assessment is incorrect; the assessment says officers may not have been aware of the issues at the abattoir prior to the changes. Tockenham Parish Council can confirm Wiltshire Council were made

aware of the issues as DK, KW and AB met with Highways Officers on site prior to the works commencing. Now the assessment has been carried out nothing further can be done.

- Bus Stop update

KW confirmed he had replied to Wiltshire Council regarding the Parish Council owned bus stop. Wiltshire Council confirmed the bus stop will be included in their improvement works.

- Highways Annex table (Appendix F)

Due to time constraints, this item was not discussed however all updates can be found in Appendix F.

- Parish Emergency Assistance Scheme (PEAS)

KW advised the scheme has not been stopped but rather modified. Wiltshire Council normally send PEAS forms to Parish and Town Councils in August.

10. Playing Field / Play Area

- Village Park Shed

KW advised the shed ventilation has been completed.

There are now two 5L cans of fuel in the shed with a sign advising the limit is 2 x 5L cans and no butane is to be kept in the shed.

JM confirmed the mowing rota has now been finalized with five people. Mowing will start in one week (weather permitting).

- Play Equipment Signs

JM confirmed the new sign has been installed.

JM has received a comment from a resident that the first rung of the ladder is too high for 4-year-olds to use. JM has contacted the manufacturer to obtain a quote for a modification. It has also been suggested that some sort of walkway between turrets be created to allow younger children to get across without using the rope section of the equipment. JM is awaiting quotes/guidance from the manufacturer.

11. Rights of Way

- Village Litter Pick

The village litter pick will be 10:30am on Saturday 11th April 2026.

JM to arrange refreshments in the Village Hall.

KW to get the equipment ready for the litter pick.

- Spring Walk

The Spring Walk will be 11am to 12:30pm on Sunday 10th May 2026.

IC to arrange the route of the walk.

JM to arrange refreshments in the Village Hall to be ready for approximately 12:30pm.

- Blockage of footpath by Becketts Copse

The footpath is mildly better however the blockage is still there. DK to re-report to Wiltshire Council.

- Damaged right of way sign opposite Heron Pond House; C120
IC has reported this to Wiltshire Council, but the sign is yet to be fixed.

12. Tockenham Emergency Community Hub (ECH) Update

- Emergency Committee Meeting – 18th February 2026

Due to time constraints, this item was not discussed.

- Radios

KW advised the radios had been purchased. They were cheaper than initially thought; a grant was received for £290 therefore the Parish Council's contribution was only £40.

- Bleed Kit Training

KW advised there are 12 slots for the bleed kit training on 28th March 2026.

- GDPR Form

KW advised the updated GDPR form has been circulated.

- Defib

The battery and pads for the defib are due to expire in July 2027 therefore the Parish Council will need to purchase some replacements.

More training is being arranged for 2027.

New sign(s) are required which the Parish Council will need to purchase.

13. David Barnes Community Hall Trust

- Charity Bank Account

A Charity Bank Account is in the process of being opened. Forms will be ready for signature at the Charitable Meeting on Friday 27th March 2026.

- Survey

Results of the survey have been received and will be circulated to members prior to the Charity Meeting on Friday 27th March 2026; the results of the survey will then be discussed at the meeting. The suggestion is to concentrate on Health and Safety issues and year one works; the Village Hall Committee would also like the heating considered as a year one work.

- Village Hall Transfer

Searches are due back any day. There is a £24 increase in the searches: however the solicitors have not asked for this payment upfront but rather will add it to the invoice.

- Charity Website

The cost of the website is £1 for the first year and then £16 thereafter. The website builder uses AI to create the pages, which can be helpful as pages do not need to be created from scratch. Pages can be added, deleted and modified easily.

14. Tockenham War Memorial

JN advised she had been speaking to Wiltshire Council Conservation Officer who had provided a lot of useful information. The Conservation Officer advised of two places to look in relation to ownership. The first being the Parish Council's minutes and the second being the Imperial War Museum. KW advised he had checked the minutes but there was no reference to the ownership of the War Memorial. JM to contact the Imperial War Museum.

The Conservation Officer also advised that if the landowner is not happy to take on the responsibility of maintenance of the War Memorial, but the Parish Council are, then a grant may be available. The Parish Council need to minute that they are happy to pay for the maintenance works, an application form is then submitted to Wiltshire Council with pictures and Wiltshire Council will confirm if a grant is available. JM to continue investigations and obtain the relevant application from Wiltshire Council mentioned above.

15. Councillor reports

None.

16. Date of Next Parish Meeting:

Dates for future meetings:-

Parish Meeting(s):

Annual Parish Meeting: 22nd April 2026 (NB this is a new date; previous date was 8th April 2026) – DK to circulate date to the village and invite groups to speak at the meeting.

Councillors are reminded to prepare their report for the meeting.

Annual Parish Council Meeting: 20th May 2026 (NB this is a new date; previous date was 6th May 2026)

Meeting closed 9:21pm