

**TOCKENHAM PARISH COUNCIL**  
**MINUTES of the ANNUAL PARISH COUNCIL MEETING**  
**followed by the PARISH COUNCIL MEETING held on**  
**Wednesday 20<sup>th</sup> May 2026 at 7pm**

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

**ANNUAL PARISH COUNCIL MEETING**

**1. Election of Officers**

Election of Chair

Cllr Kevin Woolnough proposed Cllr Diana Kirby, seconded by Cllr Julie Marshall, unanimously agreed.

Cllr Diana Kirby was elected as Chair and signed the acceptance of office form.

Election of Vice-Chair

Cllr Diana Kirby proposed Cllr Kevin Woolnough, seconded by Cllr Janet Nicholls, unanimously agreed.

Cllr Kevin Woolnough was elected as Vice Chair and signed acceptance of office form.

**2. Apologies for Absence**

None.

**3. Other Responsibilities**

Roles of Councillors as follows:-

Admin and Communication – Cllr Diana Kirby

Highways – Cllr Kevin Woolnough

Play Area – Cllr Julie Marshall

Rights of Way – Cllr Ian Carter

Special Projects (currently working on Tockenham War Memorial) – Cllr Janet Nicholls

**4. Calendar of Meetings**

RESOLVED to approve the following dates for future meetings:-

All meetings will be held in Tockenham Village Hall and commence at 7pm.

1<sup>st</sup> July 2026 – Cllr Kevin Woolnough has given his apologies for this meeting.

2<sup>nd</sup> September 2026

4<sup>th</sup> November 2026

6<sup>th</sup> January 2027

17<sup>th</sup> March 2027 – Cllr Julie Marshall has given her apologies for this meeting.

Annual Parish Meeting: 7<sup>th</sup> April 2027

Annual Parish Council Meeting: 5<sup>th</sup> May 2027

DK to book the Village Hall for the above dates.

*Annual Parish Council Meeting closed at 7:10pm and Parish Council Meeting started.*

## **PARISH COUNCIL MEETING**

### **Public Question Time**

No members of the public were present.

### **Reports from Wiltshire Councillor**

Verbal report received from Wiltshire Councillor Allison Bucknell. Yesterday (19<sup>th</sup> May 2026); at Full Council; Wiltshire Council votes to withdraw the Local Plan. The planning inspectorate had advised the Local Plan lacked details for the housing supply in 15 years' time and has a lack of employment land identified. The Traffic Regulation Order for 20mph in Tockenham will be advertised between 28<sup>th</sup> May 2026 and 22<sup>nd</sup> June 2026; during this time printed copies can be viewed in the libraries. Comments can be made online via an online form/questionnaire, by email or by post. DK to email everything to the village so they are aware of the consultation. KW to put something in the Parish Magazine with the results once the consultation is completed. AB also advised there might be more funds for LHFIG applications; this is to be confirmed at the next meeting; 21<sup>st</sup> May 2026.

## **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 (11<sup>th</sup> March 2026)** – Members had previously been circulated with the draft minutes and notes.

RESOLVED to approve the minutes of the meeting held on 11<sup>th</sup> March 2026; proposed by KW, seconded by JM, DK signed, agreed unanimously by members who were present.

### **4. Clerk's Report**

All items were noted and the following were discussed:-

- Discretionary Gully Service – RWB & Cricklade Area – 9<sup>th</sup> March 2026  
Comments made that Tockenham cannot use the discretionary gully service as temporary traffic lights are required to clear all gullies in Tockenham.
- WALC Training Bulletin – 16<sup>th</sup> March 2026  
IC and JN commented that they attended the Councillor Fundamentals on 14<sup>th</sup> May 2026 held online by WALC. Both found the training very useful.
- Lime Down Solar Park Update – 19<sup>th</sup> March 2026  
There is no further update; the process is being followed.
- RWB & Cricklade LHFIG meeting (re-arranged date) – 8<sup>th</sup> May 2026  
KW confirmed he is attending the next meeting which is tomorrow (21<sup>st</sup> May 2026)
- UPDATE! – Wiltshire and Swindon Road Safety Seminar – 8<sup>th</sup> May 2026  
KW confirmed he will be attending the July meeting.
- Royal Wootton Bassett and Cricklade Area Board – 11<sup>th</sup> May 2026  
DK and KW confirmed they will be attending the next meeting.

## 5. Planning

### **PL/2026/00265**

Glebe House, West Tockenham, Swindon, SN4 7PJ  
Application Type: Householder planning permission  
Extension of existing garage  
Decision Date: 13<sup>th</sup> March 2026  
Decision: Approve with conditions  
Short URL: <https://shorturl.at/4O8zw>

Members noted the above.

### **APP/Y3940/W/25/3364716**

#### **PL/2024/07098**

Land to the North of 34 – 39 Clyffe Pypard, SN4 7PY  
Change of use of land to form a 3 pitch traveller caravan site, with erection of day room and boundary fencing with access from Clyffe Pypard (Resubmission of PL/2023/10812)  
Appeal under Section 78  
Representations to be received by 11<sup>th</sup> May 2026  
Short URL: <https://shorturl.at/8o0D6>

Members noted the above; the deadline for representations was 11<sup>th</sup> May 2026; the outcome is still awaited.

### **PL/2026/02788**

Centre of pond 86m from 33 Greenway, 54m from Greenway, Greenway, Tockenham, SN4 7PW  
Application Type: Full Planning Application  
Change of use of land from agricultural to a mixed use of agricultural and equestrian  
Consultation Date: 11<sup>th</sup> June 2026  
Short URL: <https://shorturl.at/rDQmk>

Members noted the above application and support the application.

*Since the meeting there has been a request to meet with neighbours of the field to discuss their concerns. Comments will be submitted after discussions with the neighbours.*

### **PL/2026/01193**

Haresbrook Farm, Greenway, Tockenham, Swindon, SN4 7PW  
Application Type: Prior notification: Building  
A three bay open fronted portal framed agricultural building  
Decision Date: 23<sup>rd</sup> March 2026  
Decision: Prior Approval Not Required  
Short URL: <https://shorturl.at/3qwCX>

### **ENF/2025/00570**

Land at Greenway, Tockenham, SN4 7PY  
Email dated 23<sup>rd</sup> April 2026 between Wiltshire Councillor Allison Bucknell and Wiltshire Council Enforcement Officer.  
An application for the hardstanding, a proposed extension to it, a replacement vegetable wash station and shed and a new poly tunnel application has been received. The application is currently with the technical support team awaiting validation.

No further information and/or email received.

PL/2026/01193 and ENF/2025/00570 are linked to a new application received on 18<sup>th</sup> May 2026; PL/2026/02600.

The application is for full planning permission for:-

- (1) The permanent retention of existing hardstanding at the site entrance (retrospective);
- (2) The construction of a hard standing extension from (1) to the recently permitted agricultural building (Ref PL/2026/01193);
- (3) A replacement market gardening potting tool shed and wash station;
- (4) A replacement polytunnel.

Members had concerns over the height as it will be very stark on the landscape; possible landscaping measures may be necessary. DK to speak to neighbours about the application.

#### **6. Internal Audit Report (Appendix A)**

To consider and note the Annual Internal Audit Report before approving the Annual Governance Statements below.

Members wanted to record their thanks to the Internal Auditor.

The Internal Audit was discussed and a separate sheet to be prepared and submitted with the AGAR forms in respect of the following points from the Internal Audit Report (page 3):-

Point C – The Risk Management Policy is being discussed and approved at the meeting on 20<sup>th</sup> May 2026.

Point D – The budget is discussed and monitored at each Parish Council meeting.

Point F – The Parish Council do not make cash payments nor do they have petty cash.

Point H – Asset register is kept up to date and details provided to our insurers.

Point O – The Parish Council approved an IT Policy on 5<sup>th</sup> November 2025.

EB to create a separate sheet to be submitted with the AGAR forms.

#### **7. Annual Governance and Accountability Return 2025/26 (Appendix A)**

To consider and approve Section 1 – Annual Governance Statement 2025/26.

DK read out Section 1 of the AGAR and each point was considered.

Additional comments to be added in relation to question 9 of section 1 stating that on 17<sup>th</sup> December 2026 Tockenham Parish Council became the sole trustee of The David Barnes Community Hall Trust (charity number 1216240). This Trust was registered on 17<sup>th</sup> December 2026 and as of 31<sup>st</sup> March 2026 does not have any assets and/or bank account(s). The Trust is in the process of setting up a bank account and having the Village Hall transferred to them. Tockenham Parish Council have ticked 'N/A' for question 9 because as of 31<sup>st</sup> March 2026 there were no accountability responsibility to be discharged because the Trust does not have any fund(s)/assets.

RESOLVED to approve Section 1 – Annual Governance Statement 2025/26; proposed by DK, seconded by KW, agreed unanimously by members who were present. Section 1 signed by both Chair and Clerk.

**8. 2025/26 Year End Accounts** (Appendix A, B, C, D)

To consider and approve the 2025/26 Year End Accounts including the Annual Governance and Accountability Return (AGAR) 2025/26; Section 2 – Accounting Statements 2025/26, AGAR Bank Reconciliation Form, AGAR Explanation of Variances and AGAR Notice of Publication.

The AGAR and associated documents were considered. RESOLVED to approve the 2025/26 Year End Accounts; proposed by DK, seconded by KW, agreed unanimously by members who were present. AGAR signed by both Chair and Clerk. Notices to be put up on notice boards and website from Friday 22<sup>nd</sup> May 2026.

**9. Finance and Administration**

**Retrospective Items:-**

- Lloyds Bank charges (April) - £4.25
- REACT - £100 donation as agreed at March meeting
- WALC, WALC & NALC subscriptions - £114.07
- Community First, Wiltshire Village Hall Association membership - £55
- Wellers Law Group - £616.20

**Invoices to be approved:-**

- Lloyds Bank charges (May) - £4.25
- Clerks Salary March payment correction - £0.20. The March payment for the Clerk's salary was £282.20 (in accordance with Clerk's payslip) a payment was made on 13<sup>th</sup> March 2026 for £282. A payment of £0.20 is therefore required to correct the error. *DK emphasised the importance of double checking not only the account details but also the amount when setting up and authorising payments.*
- E Bourne - £1.20 for David Barnes Community Hall Trust website (06/03/26 to 05/04/26)
- E Bourne - £3 for David Barnes Community Hall Trust email accounts (21/03/26 to 20/04/26)
- E Bourne - £1.20 for David Barnes Community Hall Trust website (06/04/26 to 05/05/26)
- E Bourne - £3 for David Barnes Community Hall Trust email accounts (21/04/26 to 20/05/26)
- E Bourne - £1.20 for David Barnes Community Hall Trust website (06/05/26 to 05/06/26)
- J Marshall - £8.61 for refreshments for litter pick
- Clerks Salary - £309.78
- HMRC for Clerk's salary - £77.40
- David Turner, Annual Payroll Admin (2026/27) - £78
- David Barnes, Annual Village Hall Rent (£1) and Annual Park Rent (£1) for 2026/27 - £2 *(to be paid by cheque)*
- Community Magazine Donation - £300

*KW to double check bank details for the donation.*

- Awdry Law, remaining disbursements - £544.93 (invoice not received at time of publication of agenda however authorisation sought so payment can be made once invoice received).

*Invoice was received on 19<sup>th</sup> May 2026. The amount due is £554.89 plus VAT total £665.87. Once this payment is made the total paid by the Parish Council will be £1,282.07. In accordance with the resolution made on 13<sup>th</sup> October 2025 (the Parish Council to pay for 50% of the legal fees in respect of the Village Hall transfer) the next payment due should be paid by the Village Hall Committee.*

- J Marshall - £28 for flowers  
This item was brought up at the meeting.
- J Marshall - £10.95 for flowers  
This item was brought up at the meeting.
- J Marshall - £29 for flowers  
This item was brought up at the meeting.
- J Marshall - £4.99 for flowers  
This item was brought up at the meeting.
- J Marshall - £39.80 for flowers  
This item was brought up at the meeting.
- E Bourne - £10 for certified ID fee  
This item was brought up at the meeting.

Proposed by DK and seconded by IC, all invoices approved unanimously by members who were present. KW to set up payments and JN to authorise.

Members noted the income of the precept and the bank balance.

## **10. Tockenham Parish Council Policies**

### **Risk Management Policy (Appendix E & E1)**

The matrix (appendix E1) should be used for litter pick, Christmas lights and finance. Members agreed to adopt the policy with no amendments. Policy to be reviewed every 5 years.

### **Civility and Respect Policy (Appendix F)**

Members agreed to adopt the policy with no amendments. Policy to be reviewed every 5 years.

### **Anti-harassment Policy (Appendix G)**

This policy was not discussed. Policy to be brought to the July meeting for discussion and approval.

## **11. Highway Matters**

- **Highways Annex table (Appendix H)**

KW went through the Highways Annex table.

The next visit for the Parish Steward is 24<sup>th</sup> June. There is a long list for the Parish Steward as it has been several months since the last visit due to Wiltshire Council re-allocating Parish Stewards to assist with other jobs in the county.

The resurfacing works at Tockenham Wick and Greenway / Mermaid Corner have

been carried out.

The potholes in Orchard Lane have been repaired.

- **Hedges at 3 The Hillocks**

KW and AB confirmed the concerns over visibility issues are being investigated by Wiltshire Council Highways.

## **12. Play Area/Park**

JM gave a verbal update on the play area. The new equipment is all fine and regular checks are being carried out.

For the new sign to stay in good condition a plastic film/cover is required to prevent items being pushed into the lettering. JM to investigate.

The drain cover in the park is rusty; it is currently covered with a plant pot but is being made safe with a new cover.

## **13. Rights of Way**

IC gave a verbal update. An online report to Wiltshire Council had been made for a missing footpath sign; no reply has been received as yet.

Becketts Copse – the path is better than it was; Wiltshire Council have spoken to the landowner and in September 2026 Wiltshire Council will clear the path.

The route from the Blackdog to Tockenham Wick is impassable; AB has reported this to Wiltshire Council.

The village walk received positive feedback from those who attended. It was a good length with a nice lunch after the walk. It was a successful joint Parish Council and Village Hall Committee organised village event. Comments have been received by residents for a second village walk; a spring walk and an autumn walk.

## **14. Tockenham Emergency Community Hub (ECH) Update**

KW gave a verbal update. On 27<sup>th</sup> March 2026 there was a medical training day in which 12 residents attended. A paramedic carried out the training free of charge; Tockenham Parish Council provided a donation of £100. Feedback on the training was positive.

## **15. David Barnes Community Hall Trust**

The David Barnes Community Hall Trust held its first meeting on 27<sup>th</sup> March 2026.

The Village Hall Committee had its most recent meeting on 18<sup>th</sup> May 2026.

The Trust are in the process of opening a bank account and the transfer of the Village Hall is still ongoing.

## **16. Tockenham War Memorial**

JN gave a verbal update. The Imperial War Museum could provide no further guidance.

The next step is to speak to David Barnes on whose land the War Memorial stands but he is confident that he is not the owner.

## **17. Pots and Flowers for War Memorial**

Members agreed flowerpots would be nice around the war memorial however there were concerns regarding finding suitable pots. IC might have pots suitable; JM to have a look at the pots. If suitable JM to purchase flowers and compost. If / when pots are planted DK to

Speak to residents around the area about assisting with the watering and maintenance of the flowerpots and grass around the War Memorial.

**18. Councillor reports**

None.

**19. Date of Next Parish Meeting:** 1<sup>st</sup> July 2026 – Cllr Kevin Woolnough has given his apologies for this meeting.

Dates for future meetings:-

2<sup>nd</sup> September 2026

4<sup>th</sup> November 2026

6<sup>th</sup> January 2027

17<sup>th</sup> March 2027 – Cllr Julie Marshall has given her apologies for this meeting.

Annual Parish Meeting: 7<sup>th</sup> April 2027

Annual Parish Council Meeting: 5<sup>th</sup> May 2027

*Meeting closed: 8:40pm*