

**TOKENHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
**Tuesday 5<sup>th</sup> July 2022 at 7pm**

Held in the Village Hall in line with latest Covid legislation, with Covid safety measures in place.

Present: Cllr D Kirby Chairman (DK), Cllr T Madgwick (TM), Cllr Kevin Woolnough (KW), Wiltshire Cllr Allison Bucknell (AB),

No members of the public attended the meeting

**AGENDA**

**ORDINARY AGENDA:**

**1.** Public Question Time – an opportunity for members of the public to address the Council on any Council matter. None.

**Apologies for absence** - Cllr S Still (SS), R Harris Clerk (RH), Cllr J Marshall (JM).

**2. Report from Wiltshire Councillor**

Lyneham Banks still the same. No significant change. Traffic has increased through Bradenstoke. Not likely to introduce further diversions. May be a weight limit set from Lyneham Roundabout to M4 junction, once fixed.

Roadworks coming up in Tokenham and surrounding areas.

Paper to cabinet next week as council have found some monies which will be spent on additional white lines etc.

Wootton Bassett Council are funding some renovations to the town centre.

Planning Appeal for Greyhounds – they have submitted a noise suppressant – if they add more sound proofing, that should solve the problem. Noise levels are okay during the day, problem is at night.  
Down to planning inspector.

Discussion over being able to issue grants.

**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 –** To receive and sign as a true record the Minutes of Parish Council Meeting held May 2022. **Minutes previously circulated**

## **Copy of minutes to be taken to next meeting for signing**

TM proposed and KW seconded the minutes as a true record of the meeting.  
DK to sign the minutes at September meeting

### **5. Clerks Report –**

7.5ton weight limit now in place on Lyneham Banks.

Lawn mower – No offers yet. No interest shown. **DK** will send an email around village. TM suggested adding a picture to the advert.

Community Care Group meetings going well. £500 grant received for leaflet  
PC Lucy Wright – to be invited to a parish council meeting or coffee morning.

Clerk appraisal took place and went well.

Operational flood working group– need a rep on the group? Farmers are aware what they should do. Agreed not required.

A3102 – closure in August for resurfacing

Code of Contact & Positive Conduct webinars – Anyone to attend? This council works well and in a respectful manner. **AB** agreed no-one needs to attend based on their behaviour.

Gully Clearance – KW has advised Wiltshire Council of our need

Grass cutting on green at Tockenham Corner – one complaint as not able to cross green. Grass will be cut as and when required by local resident. **AB** to check if Council owns green.

WALC Newsletter - noted

High Court decision – Chippenham – Green party feel there should not be any new roads installed in relation to new housing. Noted

Briefing note 22-13 - new Area Board arrangements - Noted

Community Ownership Fund – Tockenham do not have ownership of their facilities. Grants are available to help local communities to purchase facilities such as ours. To explore possibility – or to consider leaving situation to nearer the time when lease is due to expire.

To carry forward to next meeting.

**AB** left the meeting.

Update of change from CATG to LHIFG Highway and Footways group.

If budget is not spent, it will be given to other causes. Focus on Footways and cycleways.

Community Safety Forum – **DK** attended first meeting about Restorative Justice - where offenders face their victims. Next one was 10<sup>th</sup> June **KW** and **DK** attended – Presentation from Wiltshire Police - Tackling violence against women and girls.

Police attending schools and military bases to highlight issues.

Next meeting 12 August. **KW** to attend.

Housing deficiency in Wiltshire - to keep an eye on any proposed building works.

Area Board Meeting 15<sup>th</sup> June – **KW** attended. Poor turnout. Good meeting.

**KW** passed agenda and associated book to **DK** for all to see. Good information within.

CATG meeting – nothing for Tockenham. Lot of discussion around moving to LHIFG. Next meeting 7<sup>th</sup> September on Microsoft Teams. Four meetings each year.

Clerks training – still on waiting list.

Time Team Plaque unveiling – as village has seen plaque, we feel that no formal unveiling is necessary.

Salt bin requirements - KW has requested what we need. **KW** will ask if we can have another bin at Tockenham Wick.

Happy Café – to help mental health and well-being. Good idea. Notices to be placed on boards in village.

Covid – boosters for 75's + over - notices to be placed on boards.

Building Bridges programme – initiative by Community First. Again – place poster on noticeboards.

TM suggested placing this sort of information into the parish magazine. Not sure if there would be room for all the information. **TM** to talk to editor.

Wiltshire Army engagement event to be held in Trowbridge - Tockenham will not be represented.

## 6. Planning

**21/00101/ENF** Land South West of 20 The Hillocks, Lyneham change of use of an agricultural building for the keeping of greyhounds. Opposed by Parish Council. Application refused by Wiltshire Council 17.11.21. An Appeal against the Refusal has been granted and an independent body – the Planning Inspectorate - will make a final decision. – Email circulated re noise abatement. Day time okay, night-time noisy. Suggested sound proofing. Awaiting response from owners.

**PL/2021/11276**. 36 Greenway. Tockenham Planning Consultation. This application replaces the previous one. PC support comments submitted. Refused by Wiltshire Council. – Refused.

**PL/2022/02285** – Barton Cottage – Change of use from garage to residential use - plus small rear extension. P C Supported. Plans were incorrect and this was one of the reasons it was refused. This has now been rectified.

Awaiting Planning Department decision. Ongoing. DK queried why our comments are not online - received late but have been taken into account.

2 Council Houses – proposed single storey rear extension – P C supported. WC approved.

Lawful development certificate – Tockenham Court Farm - Agricultural land - proposed siting of a residential caravan - too late for this meeting add to next meeting.

## 7. Finance and Administration - To consider financial matters and to receive notification of any further matters for consideration.

To approve any payments required

### Invoices

a) Clerks Salary. To discuss with TM.

- b) HMRC Clerk Salary. To be agreed.
- c) Internal Audit - £60
- d) £30. Vouchers for village fete
- e) 25.00 Flowers for Hayley
- f) Plants for village - £100.00 against budget and £24.00 to community fund.
- g) Stamp and Ink for Clerk

Backpay for current clerk – TM & RH to discuss and TM will raise payment.

**Invoices approved unanimously.**

Proposed by TM and seconded by KW. TM to set up payments, KW to release.

To note Bank balance £28937.18 @ 24<sup>th</sup> May 22 (Query – Agenda had said £26,083 as of July. Do we have a more up to date figure for these minutes?)

Income and Expenditure not updated.

Documents circulated to councillors before meeting

**8. Audit 2021/22 – Internal Audit + External Audit – (to waive this by completing Annual Governance + Accountability Returns Form. Deadline 1<sup>st</sup> July - External Audit – RH to pursue this and arrange exemption.)**

To note – we received good comments from Auditor. Signed off at emergency meeting.

**9. Highway Matters**

<b>Issue</b>	<b>Date reported</b>	<b>By whom</b>	<b>To whom</b>	<b>Progress</b>
C130 Primrose Hill Collapsed Victorian farm gate drain (Culvert) And entrance to Tockenham Wick which is prone to flooding	Sept 21	KW	Wiltshire Council	KW attended meeting 10th January 2022. Wiltshire Council Highways to replace culvert at P. Hill and to put in culverts at T Wick. Road to be closed from 14 <sup>th</sup> July for works.
C120 Mermaid Corner, Greenway to Bushton	Sept 21	KW	Wiltshire Council	Martin Cook from Wiltshire Council has advised that the main carrier pipe is fractured and needs replacing. Road to be closed from 22 <sup>nd</sup> July to do works
Footpath steps by 38 Tockenham	Feb 21	Two complaints from residents re need to	Wiltshire Council	<b>KW</b> to pursue through usual Wiltshire Council channels Case number 00051969 Ongoing

		repair		
Collapsed handrails at 4 + 5 Tockenham	29 <sup>th</sup> Sept 21	KW	Wiltshire Council	KW reported as issue. Case number 00042522. Ongoing
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. Cllr AB asked to intervene. Confirmed – Order for new sign raised. Awaiting date for works.
Damage to sign by right turn into Tockenham on A3102.	March 22	KW	Wiltshire Council	Case No. 00057092 Order has been raised to repair sign
Parish Steward Visits 2022 Usually first Tuesday or Wednesday in month.	20 <sup>th</sup> July 22 17 <sup>th</sup> August 22 14 <sup>th</sup> Sept 22			Any issues to be reported to KW for parish steward's next visit KW has tasked Steward with some tasks.
Area by Padmead / Heron Pond  Area by 38 West Tockenham	March 22	KW	Wiltshire Council	KW has sent photographs of the areas to AB for advice. Now sorted, hardcore to be added to ditch.  38 West Tockenham – big hole - WC has stated not the highway that is damaged, it's the verge overrun. Is there anything that can be done? <b>KW</b> will pursue this.

10. Play Area – Recent problem with grips on monkey bars. To be repaired.

11. Website including amalgamation with village website. Carried forward as this was raised by AB

12. Emails and training. Emails working okay, still awaiting clerks training.

13. Area Board Meeting 28<sup>th</sup> September. Open to all.

14. Metro Count on C120 – still waiting for this to be put in place. Contractor vehicles are driving too fast through the village to be able to stop should anyone step out into their path. DK has raised this with the new Police &

Crime Commissioner, who suggested we apply for a 20 mile per hour speed limit to be put in place.

Need to await results of Metro Count. DK has chased this, and we should be in the next round.

### **Councillor reports**

An incident involving a shotgun occurred on a footpath at Middlehill Farm in June. Fortunately, nobody was hurt. Measures have been put in place to ensure that this does not happen again. The Parish Council asks that those who own shotguns ensure that they use them safely at all times

**Date of Next Meeting** Tuesday: 6<sup>th</sup> September 22, at 7pm

Apologies for next meeting from TM (and for Jan 23)

Future meetings: 15<sup>th</sup> November 22, 10<sup>th</sup> January 23, 7<sup>th</sup> March 23.

Annual Parish Meeting 18<sup>th</sup> April 23

Annual Meeting 9<sup>th</sup> May 23.