



Notice of the Annual Meeting of the Parish Council

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To Members of the Council

I hereby give notice that a meeting of Chippenham Parish council will be held on **Monday 13th May at 7.15pm** at Chippenham Village Hall. You are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Members of the public and press are invited to attend.

Sally Hughes
Clerk
4th May 2024

AGENDA

- 24-25/001 Election of Chairman
- 24-25/002 Election of Vice Chairman
- 24-25/003 Apologies for absence
- 24-25/004 Declaration of Interest – to consider dispensation requests
- 24-25/005 Minutes of the last meeting – to sign as a correct record the minutes of the meeting held on 15th April 2024.
- 24-25/006 Public Participation
- 24-25/007 District Council Report
- 24-25/008 County Council Report – to note receipt of report from Cllr Lorna Dupre
- 24-25/009 Planning
 - i. Neighbourhood Plan – to receive update
 - ii. [21/01695/NSIP - Sunnica Solar Farm – to receive update](#)
 - iii. [24/00387/FUL – 43 High Street, single storey rear extension](#)
 - iv. [ECDC - Draft Supplementary Planning Document \(SPD\): Hedgehog Recovery Design Guidance](#)
 - v. [Soham and Barway Neighbourhood Plan – to note](#)
- Planning Outcomes - none
- 24-25/010 Clerk's Report – for information only
- 24-25/011 Play Areas
To note actions taken based on Annual Inspection Report
- 24-25/012 Highway Matters
Village sign relocation – to receive update
- 24-25/013 Village matters
 - i. Risk Assessment
- 24-25/014 Annual Meeting Matters
 - i. Standing Orders – review and approve
 - ii. Financial Regulations – defer to allow review of new model Financial Regulations
 - iii. Asset Register – review and approve
 - iv. Confirmation of insurance cover – review and approve
 - v. Subscriptions – review and approve
 - vi. Dates for meetings – to set meeting dates for 2024/25
 - vii. Allocation of Responsibilities

viii. Charities – additional trustee

24-25/015

Financial Matters

- ix. Payments for authorisation – see Payment List
- x. Insurance renewal – to authorize renewal of insurance policy
- xi. Review of budget and bank balances at year end
- xii. Recovery of monies owed – to consider steps to recover unrefunded deposit

24-25/016

Policies & Council Matters

24-25/017

Property - Palace Lane properties – to receive updates

- i. Windows – to review quotation
- ii. Broadband – to note request from tenant

24-25/018

Items for the next agenda