

**CHIPPENHAM PARISH COUNCIL**  
Minutes of an Ordinary Meeting held via Zoom on  
Monday 20<sup>th</sup> April 2020 7pm

Present:  
Parish Councillors: NW, NB, IH, PF, FM, SR  
Other councillors:  
Members of public: 1

Minute		Action
20-21/1	<b>Apologies for absence</b>	
20-21/2	<b>Declaration of Interest</b> FM – Helping Hands	
20-21/3	<b>Minutes of the last meeting</b> Minutes from the last meeting were signed as a true copy.	
20-21/4	<b>Public Participation</b>	
20-21/5	<b>District Council Report</b>	
20-21/6	<b>County Council Report</b>	
20-21/7	<b>Planning</b> i. 20/00194/FUL – 2 x 3(4) bed houses, land behind 38 High Street The planning application has been called in to the planning committee by JH. Physical meetings are not taking place at the moment, although may resume via video conferencing. The planning officer has not yet published her report and recommendation on the planning portal. The clerk has asked for her comments regarding parking and turning and has said these will be in her report.  ii. Scotland End – outline planning permission for ten houses. The clerk has today received confirmation that planning permission has been granted for the application. It had been approved at a previous planning panel meeting but was still awaiting certain paperwork.	
20-21/8	<b>Play areas</b> New rubber matting has been installed under the spinning see-saw. KP will repair the fence which runs alongside the zip wire. The annual inspection is booked for end of April.	
20-21/9	<b>Highway Matters</b> i. LHI Bid – the parish council was successful in their bid for a solar speed sign. The clerk has been contacted by the Highways Dept and they are in discussions with ElanCity (the provider of our original sign) and confirm that they are happy with both the spec of the kit and the price. There were more questions about the location and potential weight loading of the sign ii. LHI Bid – 20/21 – Highways are asking for bids for the next round of funding.	
20-21/10	<b>Village Matters</b> i. Risk Assessment There have been a number of reports of overhanging hedging and trees. The clerk will get some guidance from ECDC and then contact the residents concerned. A notice will also be put in the next newsletter.	

	<p>ii. Emergency Plan SH has now received the EP from WP. It will need to be reviewed to add in a COVID/pandemic scenario to the plan.</p> <p>iii. Noticeboards NB has finished refurbishing the noticeboards in the village. Thank you to Nick for a job well done.</p> <p>iv. Newsletter FM – FM and SH made the decision to not put out a newsletter in April as the majority of the content was no longer relevant due to events being cancelled because of the COVID19 pandemic. An edition will be produced for May and will be very different in format and content. It will document help available such as the Helping Hands group, some good news stories, and other relevant content. The deadline is not set yet but FM will send out an email to all regular contributors.</p> <p>v. Recent Criminal Activity Break in at Mamre Farm</p> <p>vi. Village Clean Up Postponed until after lockdown.</p> <p>vii. Dog Fouling The clerk has received several emails and messages from residents concerned with the level of dog fouling in the village. A couple of people have taken the initiative to put up signs and put out poop bags to try to raise awareness and encourage responsible behaviour. The clerk will put another notice in the newsletter to remind dog owners to clear up after their pets.</p>	
20-21/11	<p>Correspondence and Financial Matters</p> <p>i. Policies SR will look at HR policies and compare with CAPALC template policies. FM will chase NP for policies so far.</p> <p>ii. Charity Accounts – trustees The clerk has written to all banks and the CCLA (who manage the invested shares) to transfer all accounts to the new single village charity account. She is awaiting confirmation of from Lloyds and Barclays.</p> <p>She is also awaiting confirmation from the banks that they are happy to transfer the funds and close the accounts. The council then need to formally assign trustees, update signatories and Revitalising Trusts will update the name of the charity with the Charity Commission. RT has now been paid for their help with this project.</p> <p>Currently Paul F and Wendy are signatories but not trustees. Nick B has also offered to come on board. The clerk will ask WP if she would like to remain on the charity.</p> <p>There is also one other charity account that still remains as it's for education purposes and didn't fit with the objects of the other funds (poor/elderly etc). The village can use the funds in this account when they next need some funding for the play area or if there is a project in the village that will benefit young people. It cannot be used for maintenance.</p> <p>iii. Pools Land and Village Hall Village hall fence is being replaced.</p> <p>iv. Tenders (play areas and Palace Lane) The council has received one quote for the play area painting job. This has been reviewed by NB and he considers it a fair and reasonable quote for the work. The council agreed to award this contract to KP Services and the work will be carried out whilst the play areas are locked.</p> <p>Palace Lane Houses – external repaint The council has received one quote for this work but has decided to not progress this work at the moment due to social distancing. The work will be revisited when the SD measures are</p>	

	<p>lifted.</p> <p>NW can recommend a good contractor for another quote.</p> <p>v. Co-option of new councillor Item postponed until normal meetings resume.</p> <p>vi. Clerk's contract SR is reviewing the clerk's contract She has set up a pension scheme with NEST. There are no annual fees for the employer. The monthly cost is £11-12 and has been backdated to August 2018.</p> <p>vii. Helping Hands FM reported that they now have a group of 25-30 volunteers who are willing to help residents who are self-isolating or need help in any way. At the moment there are more volunteers than users. So far they have done some shopping and prescriptions collections. There will be another leaflet drop to whole village to remind residents of the service and what's on offer. All members of the Seniors lunch group and Xmas bonus list received an Easter egg courtesy of Chippenham Park. The parish council has donated £200 to the group to help with any out of pocket expenses. This was agreed by all councillors via email on 25<sup>th</sup> March 2020.</p> <p>viii. Annual Meeting The date for an annual meeting will be set when physical meetings can resume.</p> <p>ix. COVID19 – guidance from NALC The clerk and council are taking guidance from NALC and CAPALC with regard to changes to deadlines and procedural activities due to the impact of COVID19. The audit deadline has been extended until September 2020.</p> <p>x. Palace Lane properties Due to the confidential nature of the following two items the content has been redacted from the published minutes.</p>	
20-21/12	<p><b>Items for the next agenda</b></p> <p>Date for Annual meeting</p>	

## FINANCIAL STATEMENT

### PAYMENTS

Cheques signed before the meeting

1179 £461.50 S Procter, repair of garden fence and removal of shed  
1180 £110 KP Services, lay play mats and repair bus shelter guttering  
1181 void

Cheques signed at the meeting

1182 £43.20 Red Shoes, payroll  
1183 £391.08 HMRC, tax and NI  
1184 void  
1185 £41.98 N Bennett, Clerks Guide and volunteer gifts

Standing Orders and Direct Debits

26/02/20 £887.48 (£774.58 net) – admin  
Mar 20 £35.00 S Desborough - cleaning  
Mar 20 £130.00 KP Services – play area maintenance

Acacia Management Fees

03/20 £44.40 Proctor  
03/20 £50.70 Bowers

### RECEIPTS

Bank interest

Mar 20 Lloyds Bank 85p

Other

£40 – Pooley, Bendall & Watson – refund of monies held on account  
£247.64 S Hughes – NEST pension contribution  
£181.36 S Hughes – refund of overpayment

Precept

Palace Lane – monthly receipt

Mar 20 £740 10 Palace Lane  
Mar 20 £845 8 Palace Lane (incl overpayment for arrears)

Bank Transfers