



CHIPPENHAM PARISH COUNCIL
Minutes of Ordinary Meeting held on
Monday 13th February 2023 7pm
at Chippenham Village Hall

Present:

Parish Councillors: Fiona Maxwell (FM) (Chair) Nick Bennett (NB), Ian Hawkins (IH), Nick Wright (NW) Suzanne Royston (SR), Sana Wajid (SW)

Other councillors: Cllr Huffer (left at 7.19pm after item 117)

Members of public: one - for item 126 ii

The meeting was opened at 7pm by Cllr Maxwell

22-23/113 **Apologies for absence**
Cllr Fishpool

22-23/114 **Declaration of Interest**
NW – item 22-23/119 i. - dispensation has been granted.

22-23/115 **Minutes of the last meeting**
Previously circulated minutes from the meetings held on 9th January 2023 were approved by the council and signed by the Chair.

22-23/116 **Public Participation**

22-23/117 **District Council Report**
Cllr Huffer reported that ECDC has frozen their share of council tax for 10th year running.
Cllr Bennett thanked Cllr Huffer on behalf of the council for her support at the recent planning meeting.

22-23/118 **County Council Report**
The clerk has written to Cllr Schumann and Cllr Count regarding lack of local representation at county council level. As yet, no acknowledgement or response has been received.
Action: the clerk will follow up.

22-23/119 **Planning**

- i. 21/01695/NSIP – Sunnica Solar Farm – to receive an update
Three issue specific hearings and more site visits are due to take place in the coming weeks. The examination finishes on 28th March 2023.
Work is underway by the PCA on the Statement of Common Ground. A meeting has been held with Sunnica’s representatives but as yet, no common ground has been identified.
- ii. Naming of roads for new development off Scotland End – to receive update.
The clerk has written to ECDC regarding their plan to name the new roads off Scotland End. ECDC has said that they will revisit this issue and get back to the parish council with their response.

Planning Outcomes

- i. 22/01333/FUL 24 High Street, side and rear extension – APPROVED
- ii. 21/01255/RMA – Land NE 37 & 38 High Street – APPROVED

22-23/120 **Clerk's Report** – for information only

Attached

22-23/121 **Play areas**

The annual play area inspection has been booked for April. Thanks were expressed to Cllr Bennett who has fitted a new backboard to the existing climbing wall.

22-23/122 **Highway Matters**

- i. Agricultural Traffic – to receive update

The clerk had received a reply from Turners regarding the mud of the road issue in New Street. She will respond and invite Mr Turner to attend a site visit to address some of the outstanding issues.

- ii. LHI Scheme – to note completion of works. Additional schemes were discussed for future bids.

22-23/123 **Village Matters**

- i. Risk Assessment – nothing to report

- ii. Recent criminal activity – 11/1/23 – attempted break in at the building site off Scotland End. In response, the developer has fitted more security measures.

- iii. Coronation – to approve Terms of Reference, receive update and approve delegation of payments. A small working group has been formed which includes SR as the PC representative and SH as the clerk. A date of Monday 8th May has been set for a Coronation Celebration and the location for an event will be at Chippenham Park. The council approved the Terms of Reference and delegation of the Coronation budget, including any grant funding, to the clerk to expedite the delivery of this project.

- iv. CCTV – to receive update from Cllr Bennett – deferred.

22-23/124 **Financial Matters**

- i. Payments for authorisation – payments were authorised as per the Payment Schedule.

- ii. Internal Control Process – to discuss process and checklist. The clerk has produced an internal control checklist to use for auditing purposes. Cllr Wajid agreed to work with the Clerk to ensure accounts, governance and documentation are audited throughout the year. **Action:** Clerk to meet with Cllr Wajid to go through the process and set up regular reviews.

- iii. Quarterly reports – to receive and approve quarterly reports. Approved.

- iv. Internal Audit – to appoint an internal auditor. The council approved the appointment of an auditor for year end. **Action:** Clerk to see if Mrs Broadway is available.

v.

22-23/125 **Property – Palace Lane Properties**

- i. 8 Palace Lane – to receive update

Tenants had requested to top up pea shingle gravel and install fence. The council considered both requests and approved the gravel but not the fence. **Action:** Clerk will inform the agent.

Plumbing works have been carried out at 8 PL. A new sink has been installed at 10 Palace Lane.

22-23/126 **Policies & Council Matters**

- i. Policies – to review and approve

- a. Leave Policy

- b. Flexible Working Policy

The above policies were **approved**, there were no changes or updates.

- ii. Council logo – to receive an update from CR. – CR brought examples of various styles of logo layouts. The council reviewed the options and voted to use one with a coloured image and wording. The council thanked CR for helping the council with this matter.

Action: CR will provide the clerk with final versions of the logo in different file formats.

- iii. April meeting date – to confirm revised meeting date of 17th April 2023.

- iv. Election – publication and promotion of upcoming election. The clerk has produced a flyer that will be used to promote the upcoming election in May and to encourage residents to put themselves forward for election. It will be used for the noticeboards, newsletter, website and Facebook page.

Meeting closed 8.34

CHIPPENHAM PARISH COUNCIL

PAYMENT LIST FOR MEETING 13th February 2023**Payments**

Vendor	Item	Cost	Auth 1	Auth 2
Npower	Electric	£16.42		
Npower	Electric (1-31 Jan 23)	£15.93		
Smartie Artie	Children's entertainer (deposit)	£40.00		

8 Palace Lane Project – approved delegated (minute 22-23/54 c.)

Vendor	Item	Cost	Auth 1	Auth 2
ECDC	Council Tax	238.39		
SAB	Checkout Inspection fee	100.00*		

*deducted from refunded deposit

Paid/To be paid by standing order/direct debit

S Hughes	Clerk's salary Feb 23	Confidential		
Sophie Hughes	Bus Shelter cleaning – Feb 23	£40.00		
NEST	Pension for Jan 23	£32.24		
Liam Collis	Play area maintenance Feb 23	£100.00		
GD Estates	8 PL – toilet leak	£72.00		

Paid by Debit Card

Amazon	Climbing Frame – sundries	£23.62		
Amazon	Climbing Frame – sundries	£14.00		
Amazon	Climbing Frame – sundries	£17.26		
Amazon	Climbing Frame – sundries	£11.66		
EliteCampers01	Climbing Frame – board	£124.99		

Receipts

SAB	Rental income 10 PL Jan 23	£800		
GD Estates	Rental income Jan 23	£1200		
Lloyds	Bank Interest	£11.52		
SAB	Deposit refund – 8 PL	£850		
Bayliss	8 PL – final settlement	£1517.02		

Balance Transfers

Lloyds Bank	Transfer from savings to current a/c	£5000		
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