



## Notice of an Ordinary Meeting of the Parish Council

Clerk: Sally Hughes  
44b High Street  
Chippenham CB7 5PR  
01638 720915  
clerk@chippenhamcamb.info

To Members of the Council

I hereby give notice that a meeting of Chippenham Parish council will be held on **Monday 15<sup>th</sup> May 2023 – 7.30pm** 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.

9<sup>th</sup> May 2023

*Sally Hughes*

Clerk

### AGENDA

- 23-24/1 Election of Chairman
- 23-24/2 Apologies for absence
- 23-24/3 Declaration of Interest – to consider dispensation requests
- 23-24/4 Minutes of the last meeting – to sign as a correct record the minutes of the meeting held on 17<sup>th</sup> April 2023.
- 23-24/5 Public Participation
- 23-24/6 General Power of Competence – to review report and resolve to adopt GPoC
- 23-24/6 District Council Report
- 23-24/7 County Council Report
- 23-24/8 Planning
- i. [21/01695/NSIP - Sunnica Solar Farm – to receive update](#)
- Planning Outcomes  
None
- 23-24/9 Clerk's Report – for information only
- 23-23/50 Annual Meeting Matters
- i. Election of Vice Chairman
  - ii. Delegation – review and adopt
  - iii. Standing Orders – review amendment to item 18 c. and adopt
  - iv. Financial Regulations – review and approve
  - v. Asset Register – review and approve
  - vi. Confirmation of insurance cover – review and approve
  - vii. Subscriptions – review and approve
  - viii. Dates for meetings - review
- 23-24/10 Play Areas – to receive update
- i. Annual Report – to receive report and recommendations
- 23-24/11 Highway Matters
- i. Agricultural traffic – to receive update
  - ii. Pot Holes – to receive update
- 23-24/12 Village matters
- i. Risk Assessment
  - ii. Recent criminal activity
  - iii. Coronation – to receive update
  - iv. Newsletter – to consider software options
- 23-24/13 Financial Matters
- i. Year-end accounts and audit
    - a. Internal Audit Report – to accept report
    - b. Approve Annual Governance Statement
    - c. Approve Accounting Statement
  - ii. Payments for authorisation – see Payment List
  - iii. Insurance Policy – to consider insurance options

- iv. Election – returning of expenses forms
- v. Clerk’s Appraisal – to note
- vi. Village Charity – to appoint new trustee

23-24/14 Property - Palace Lane properties – to receive updates

- i. 8 PL - to consider request from tenants – see attached report
- ii. Rent

23-24/15 Policies & Council Matters

- i. Policies – to review and approve – none

23-24/16 Items for the next agenda