



**CHIPPENHAM PARISH COUNCIL**  
Minutes of Annual Meeting held on  
Monday 15<sup>th</sup> May 2023 7pm  
at Chippenham Village Hall

Present:

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

Other councillors: Cllr Huffer

Members of public: none

The meeting was opened at 7pm by Cllr Maxwell.

**23-24/1 Election of Chairman**

Cllr Bennett was proposed by Cllr Royston and seconded by Cllr Hawkins. The council voted unanimously to accept Cllr Bennett as the new Chairman. Cllr Bennett then signed his Declaration of Acceptance of Office form. Cllr Maxwell left the meeting after this item.

**23-24/2 Apologies for absence**

Cllr Wright – away  
Cllr Sheldrick - holiday

**23-24/3 Declaration of Interest**

None

**23-24/4 Minutes of the last meeting**

Previously circulated minutes from the meetings held on 17<sup>th</sup> April 2023 were approved by the council and signed by the Chair as a true record.

**23-24/5 Public Participation**

None

**23-24/6 District Council Report**

ECDC will leaflet all properties in Chippenham with revised bin collection dates for 2023.

**23-24/7 County Council Report**

The clerk reported that she had written to Cllr Schumann to try to re-engage with him. She had also asked him for an annual report. She has not received an acknowledgement or response to either message.

**23-24/8 Planning**

- i. 21/01695/NSIP – Sunnica Solar Farm – to receive an update.  
No further update.

**Planning Outcomes**

None

**23-24/9 Clerk's Report – for information only**

No report

#### 23-24/10 **Annual Meeting Matters**

- i. Election of Vice Chairman  
Cllr Royston was proposed by Cllr Bennett and seconded by Cllr Hawkins. The council voted unanimously to accept Cllr Royston as the new Vice Chairman
- ii. Delegation – review and adopt - it was **resolved** to continue with the current delegation arrangements as set out in the council’s Standing Orders and use additional arrangements for specific projects.
- iii. Standing Orders – review amendment to item 18 c. and adopt. It was **resolved** to accept the amendment as set out in the agenda pack.
- iv. Financial Regulations – review and approve. The clerk advised the meeting that NALC has appointed Steve Parkinson to review and update the model document for Financial Regulations. She advised the council to wait for this new document and then review the council’s Financial Regulations. The council agreed to accept the clerk’s recommendation.
- v. Asset Register – review and approve. The register has previously been circulated to all councillors. The council **resolved** to accept the register as accurate and up-to-date.
- vi. Confirmation of insurance cover – review and approve. The council reviewed their current insurance arrangements. As discussed elsewhere in the minutes, the policy is due for renewal in June and the clerk is currently collating quotes.
- vii. Subscriptions – review and approve - the council reviewed current subscriptions.
- viii. Dates for meetings - review – meeting dates for the upcoming year will be on the second Monday of the month except in August when there is no meeting. The council reserve the right to change meeting dates to accommodate bank holidays and council matters.

#### 23-24/11 **Play areas**

- i. Annual Report – the annual inspection has now been carried out. Detailed discussion of the report has been deferred to the June meeting but the council addressed one item which needed immediate attention. One of the uprights on the double swing has rotted in the ground and made it unsafe. It has been taped off. The clerk has received a quote from Online Playgrounds to remove all swing legs and remount them on metal supports, thus raising them out of the ground. The cost of this work is £1538.90 + VAT. The council **resolved** to accept the quote. The work will be paid for using CIL receipts.  
**Action:** the clerk will place the order with Online Playgrounds.

#### 23-24/12 **Highway Matters**

- i. Agricultural Traffic – Cllr Bennett reported that he had met with the manager of Turners regarding farm traffic in New Street. It was agreed that the excess mud would be washed from the fences and doors. Drivers will be instructed to drive slowly and considerately through the residential area of New Street.
- ii. Pot Holes – it was noted that Cambridgeshire Highways are now repairing the multiple pot holes on the road between Chippenham and Snailwell.

#### 23-24/13 **Village Matters**

- i. Risk Assessment – none.
- ii. Recent criminal activity – none
- iii. Coronation – see annual report update.
- iv. Newsletter – to consider software options. The council **resolved** to buy a copy of MS Office for the editor so that she is able to use Publisher for the newsletter.  
**Action:** clerk to order software licence.

#### 23-24/14 **Financial Matters**

- i. Year-end accounts and audit
  - a. Internal Audit Report – to accept report. The report was previously circulated to the council members. It was **resolved** to accept the report.

- b. Approve Annual Governance Statement - The Annual Governance Statement was previously circulated to the council members. It was **resolved** to accept the statement which was signed by the Chair and RFO.
- c. Approve Accounting Statement - The Accounting Statement was previously circulated to the council members. It was **resolved** to accept the statement which was signed by the Chair and Clerk/RFO.
- ii. Payments for authorisation – see Payment List. Payments were authorized as per the Payment List.
- iii. Insurance Policy – the council’s 3 year insurance policy agreement expires in June 2023. The clerk is currently collating quotes from other providers. It was **resolved** to review and select a new insurance provider before the policy expires and ratify the decision at the next council meeting.
- iv. Election – returning of expenses forms – expense forms have been completed by councillors.
- v. Clerk’s Appraisal – Mrs Maxwell will forward the appraisal document to the clerk.
- vi. Village Charity – to appoint new trustee – the council **resolved** to appoint Cllr Wajid as the third trustee on the Chippenham Charity.  
**Action:** the clerk will update the Charity Commission website.

#### 23-24/15 Property – Palace Lane Properties

- i. 8 Palace Lane – to consider request from tenants. Deferred until June meeting.
- ii. Rent – to note rent receipts. Noted.

#### 23-24/16 Policies & Council Matters

- i. Policies – to review and approve – none

#### 23-24/17 Items for the next agenda

**The meeting closed at 8.40pm**

**CHIPPENHAM PARISH COUNCIL**

**PAYMENT LIST FOR MEETING 15<sup>th</sup> May 2023**

**Payments**

<b>Vendor</b>	<b>Item</b>	<b>Cost</b>	<b>Auth 1</b>	<b>Auth 2</b>
CAPALC	Training – SW	£28.00		
CAPALC	Training – SW	£75.00		
Liam Collis	Tree removal	£50.00		
Liam Collis	Grass cutting Inv 43	£30.00		
Liam Collis	Grass cutting Inv 45	£30.00		
Newprint	Newsletter	£154.20		
David Bracey	Play Area Inspection	£180.00		
Judy Broadway	Internal Audit	£100.00		
S Hughes	Expenses	£14.90		
S Royston	Expenses	£4.85		

**Paid/To be paid by standing order/direct debit/debit card**

S Hughes	Clerk's salary May 23	Confidential		
Sophie Hughes	Bus Shelter cleaning – May 23	£40.00		
NEST	Pension for Apr 23	£32.24		
Liam Collis	Play area maintenance May 23	£140.00		
GD Estates	Rental fee – April 23	£100.80		
SAB Estates	Rental and Annual fee – April 23	£60.00		
Amazon	Red flags	£27.95		
Ebay	Tree root plugs	£6.99		

**Receipts**

SAB	Rental income 10 PL April 23	£800		
GD Estates	Rental income April 23	£1200		
Lloyds	Bank Interest April 23	£16.13		
ECDC	Precept	£7000.00		
HMRC	VAT return	£3866.66		
Wel Medical	Refund for overpayment (Wel Medical)	£71.94		
N Bennett	Candy Floss takings	£59.00		

Coronation Expenses – delegated to the Clerk

Amazon	Drawing Pins	£1.64		
Amazon	Whistles	£5.39		
Amazon	Safety pins	£3.49		
Scotsdales/WP	Plants for new planters	£52.00		
Smartie Artie	Magician	£255.00		
Bookers/LH	Table cloth and loo rolls	£26.38		
Amazon	Craft table supplies	£19.82		
Amazon	Tablecloths	£35.91		
Amazon	Craft table supplies	£5.45		
Amazon	Craft supplies	£8.99		
Amazon	Candy floss supplies	£48.54		
R& K	Bouncy Castles	£320.00		
Party People	Balloons	£260.00		
NewPrint	Banner	£78.00		
P Mangell	Donation for Band	£250.00		
<b>Total</b>		<b>£1370.61</b>		