



**CHIPPENHAM PARISH COUNCIL**  
Minutes of Annual Meeting held on  
Monday 12<sup>th</sup> June 2023 6.30pm  
at Chippenham Village Hall

Present:

Parish Councillors: Nick Bennett (NB) (Chair), Ian Hawkins (IH), Suzanne Royston (SR), Sana Wajid (SW), Julie Sheldrick (JS), Nick Wright (NW)

Other councillors: District Councillors Kelli Pettitt, Julia Huffer

Members of public: none

The meeting was opened at 6.30pm by Cllr Bennett.

23-24/18 **Apologies for absence**

Sana Wajid

23-24/19 **Declaration of Interest**

Cllr Bennett declared a non-pecuniary interest in item 28/23-24 2. as he is Chair of the Village Hall Committee.

Cllr Wright declared a non-pecuniary interest in item 24/23--24 1. Dispensation has been previously granted.

23-24/20 **Minutes of the last meeting**

Previously circulated minutes from the meetings held on 15th May 2023 were approved by the council and signed by the Chair as a true record.

23-24/21 **Public Participation**

None

23-24/22 **District Council Report**

Cllr Huffer reported that the new district council members are receiving training.

She also reported that the meeting to discuss Junction 37 (A14/A142 junction) had taken place.

She reported that Highways England had been asked to mitigate traffic issues for the Hatchfield Farm Estate, not anything else. They have not taken into account the knock-on effect of the scheme on local villages. Lucy Frazer MP has contacted Highways to raise this issue. It was noted that both West Suffolk and East Cambs residents would be affected.

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

The Clerk reported that she had not received any communication from Cllr J Schumann. It was resolved to write to the County Council to raise this issue. The Clerk will liaise with other affected councils to see if they would like to submit a joint letter of concern. **Action:** Clerk to contact other parish councils

23-24/24 **Planning**

- i. 21/01695/NSIP – Sunnica Solar Farm – to receive an update. The report from the Inspectorate is due to be delivered to the Secretary of State on 28<sup>th</sup> June. A decision is due by the end of September.
- ii. 23/00486/FUL – Mamre Farm, addition of traditional cartlodge  
The council reviewed the application and noted comments from the Trees Officer and Archeology. There were no comments or objections.

## Planning Outcomes

None

23-24/25 **Clerk's Report** – for information only – see attached.

1. Councillor election expenses forms sent to ECDC.
2. Register of Interest forms sent to ECDC.
3. AGAR submitted to external auditor PKF Littlejohn on 23rd May 23.
4. Notices uploaded to website and put on noticeboard as per AGAR regulations.
5. Insurance – quotes were provided by BHIB, Zurich and Gallaghers. Gallaghers were the cheapest at £602.56. This price has been fixed on a three-year fixed deal (subject to inflation).
6. Summer bedding plants have been purchased and planted in the planters at Tharp Way and the pump.
7. Cllr Wajid has now been added as a signatory for the Lloyds account.
8. Standing Order – item 18c has been updated to reflect the latest legislation.
9. CIL receipts of £9028.23 have been received.
10. Coronation – an article with photos has been written for the newsletter.
11. Cllr Wajid has been added to the Charity Commission website.

23-24/26 **Play areas**

Maintenance of play areas – to receive annual play area inspection report and approve recommended works

Cllr Bennett summarised the report that was previously circulated.

The council **resolved** to carry out following work that was highlighted as needing attention:

- Removal of life expired benches
- Slide has fiberglass chips. Consider possibly of replacement. **Action:** Clerk to source quotes for resurfacing and replacement.
- Liam Collis will remove exposed concrete.
- Swing - replacement legs are being fitted this week.
- A top up of woodchip is needed. Suffolk Woodchip's quote is £37 per cubic metre plus £140 delivery. **Action:** Clerk to order

It was noted that the chain cover on the zip wire has now been replaced.

Liam Collis will spray off weeds around the large playing field, around all exercise equipment and wooden play equipment. He will also cut back the larger shrubs and trees.

23-24/27 **Highway Matters**

The following issues have been reported to Highways.

- Pot holes on the road to Fordham
- Overgrown low growth on Limes on High Street
- Uprooted Give Way sign at the junction of Freckenham Road

23-24/28 **Village Matters**

- i. Risk Assessment – nothing to report.
- ii. Village Hall - to note meeting with CambsACRE. Cllrs Bennett, Royston and the Clerk attended a meeting with Lisa Chambers of CambsACRE to review the Conveyance document for the village hall. The parish council are the Custodian Trustee for the hall.
- iii.

23-24/29 **Financial Matters**

- i. Payments for authorisation – see Payment List. Payments were authorised as per the Payment List.
- ii. Insurance Policy – the Clerk had received three quotes for the council's insurance policy. The council **resolved** to remain with the existing supplier, Gallaghers, as they offered the best value.
- iii. Clerk's Appraisal – Cllr Bennett has spoken to FM.

- iv. CIL – to note receipt as per the Clerk’s report above.

**23-24/30 Property – Palace Lane Properties**

- i. 8 Palace Lane – to consider request from tenants.  
Tenants had reported issues with the bathroom window and side door. The Clerk is obtaining quotes for repairs. A quote had been received for £89.00 to repair the window hinge. It was agreed to go ahead with this repair. **Action:** the clerk will place the order with Micron Windows. The council resolved to authorise expenditure of £160 for bathroom paint and wall treatment to repaint the bathroom walls. The council will refund the tenant on production of receipts.
- ii. Annual building insurance – to approve premium. The council **resolved** to renew the buildings insurance for 8 & 10 Palace Lane. The Clerk and Cllr Bennett assessed the square footage to ensure that the rebuild value was accurate.

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

- i. Policies – to review and approve
  - a. Performance Improvement Review - approved
  - b. Social Media policy - approved
- ii. Meeting start time – the council discussed moving the start time forward but resolved to keep it at 7pm due to the work hours of some councillors.

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

Holiday cover

The meeting closed at 7.40pm

**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>		