



CHIPPENHAM PARISH COUNCIL
Minutes of Annual Meeting held on
Monday 10th July 2023 7pm
at Chippenham Village Hall

Present:

Parish Councillors: Nick Bennett (NB) (Chair), Ian Hawkins (IH), Sana Wajid (SW), Julie Sheldrick (JS)

Other councillors: District Councillor Kelli Pettitt

Members of public: none

The meeting was opened at 7.15pm by Cllr Bennett.

23-24/33 Apologies for absence

Cllr Suzanne Royston – personal
Nick Wright – absent

23-24/34 Declaration of Interest

None

23-24/35 Minutes of the last meeting

Previously circulated minutes from the meetings held on 12th June 2023 were approved by the council and signed by the Chair as a true record.

23-24/36 Public Participation

None

23-24/37 District Council Report

Cllr Pettitt reported that the new bin lorries have been purchased. The council will be moving to black wheelie bins for general waste. The plan is to phase in the new bins. The bin collection calendar will also be adjusted with the addition of food waste bins and collections.

23-24/38 County Council Report

There is still no county representation. The clerk has heard back from most neighbouring councils who are experiencing the same issue with lack of support.

Cllr Pettitt offered to help bring county information to meetings to help plug the gap.

She also spoke of a funding opportunity with CCC for larger projects. She will enquire if this funding pot is available to local clubs as well as councils.

23-24/39 Planning

- i. [21/01695/NSIP - Sunnica Solar Farm – to receive update – no update](#)
- ii. [Reach Neighbourhood Plan - noted](#)
- iii. [23/00718/VAR – Chippenham Hall, to vary Condition 2 \(time period\) Of previously approved 19/01374/VAR – no comments, no objections.](#)

Planning Outcomes

Appeal Decision - APP/V0510/W/22/3303188 Hadham Farm – appeal allowed. It was noted that mitigating measures are to be put in place to allow access to Chippenham Barrow Cemetery for 6 days each year.

23-24/40 Clerk's Report – for information only – see attached.

1. Appraisal completed with Cllr Bennett
2. A letter has been sent to a resident regarding hedges and boundaries.
3. All relevant councils have been contacted regarding Cllr Schumann. All are in support. The Clerk is awaiting reply from Snailwell.
4. Woodchip top up completed.

5. Weeds sprayed around play equipment and fence boundaries for play areas.
6. Swings – repair completed.
7. Meetings with window replacement companies carried out. One quote received and awaiting another.

23-24/41 **Play areas**

Maintenance of play areas – to receive an update

Actions: The Clerk will check the condition of the wooden bench in the play area. She will also investigate options for replacing or refurbishment of the spiral slide. An upright post has worked loose.

Action: Cllr Bennett will ask Liam Collis to refix the post using some concrete mix.

23-24/42 **Highway Matters**

Hedges and paths

The Clerk has contacted Carter Jonas regarding the overgrown hedge at the allotments. They have said that it will be cut back at the end of nesting season.

The laurel at the allotment footpath needs to be cut back. **Action:** Cllr Bennett to speak to the resident.

23-24/43 **Village Matters**

- i. Risk Assessment – it was noted that a new gate had appeared in the fence line past Chippenham Lodge Stud. **Action:** the Clerk will try to find out who owns the land.
- ii. ECDC Pride of Place grant. To consider grant opportunity. The council discussed the funding opportunity and will consider options around the village to improve planting and biodiversity.
- iii. Bulbs – to consider and authorise purchase of bulbs for village planters. The Clerk confirmed that there is funding left from the Coronation grant to pay for both the planter bulbs and daffodil bulbs for the High Street. **Action:** the Clerk will order bulbs.

23-24/44 **Financial Matters**

- i. Payments for authorisation – see Payment List. Payments were authorised with two corrections. Michelle Bolger payment updated to £1800 to include VAT. On the receipts section the income for 8 and 10 Palace Lane were transposed.
- ii. Clerk's appraisal, salary review and CILCA uplift – to note updates – the appraisal has now taken place and is with Cllr Bennett for completion. The Clerk's salary will be reviewed in September when it is hoped that the NJC will have announced the pay award. The Clerk has been awarded an uplift in recognition of completing the CILCA qualification.
- iii. Grant application – church grass cutting. To consider application
It was resolved that the council would approve the grant application for grass cutting for the churchyard.
- iv. Delegation to clerk – to approve delegation of monthly payments to clerk (in conjunction with two councillors) for August 2023 due to there being no August meeting. Planning applications will also be delegated to the Clerk. They will first be circulated to all councillors for comment.

23-24/45 **Property – Palace Lane Properties**

- i. No 8 – to consider quotation for replacement door or other measures to reduce heat loss. This matter was deferred due to another issue taking priority.
Redecoration of exterior of properties - to note progress – painting has finished at no 10 and work is due to start at no 8 w/c 17th July.
- ii. Poors land – to note communication regarding boundary. The council had been contacted by the land tenant regarding an application to redraw the boundary. The tenant has refuted this claim and the council has been told that it will go no further without their agreement. Several councillors had looked at the matter.

23-24/46 **Policies & Council Matters**

- i. Policies – to review and approve - none

23-24/47 Items for the next agenda
Neighbourhood Plan

The meeting closed at 8.30pm

CHIPPENHAM PARISH COUNCIL - PAYMENT LIST FOR MEETING 10th July 2023

| Payments | | | | |
|------------------------|--|-------------|---------------|---------------|
| Vendor | Item | Cost | Auth 1 | Auth 2 |
| Liam Collis | Application of weedkiller | £50.00 | | |
| Liam Collis | Barkchip spreading – labour | £130.00 | | |
| Liam Collis | Grass cutting inv 392 | £30.00 | | |
| Liam Collis | Replace post – inv 54 | £30.00 | | |
| Micron Windows | 10 PL – replacement window hinge | £102.00 | | |
| Suffolk Woodchip | Play bark | £616.80 | | |
| Npower | Electricity | £19.59 | | |
| Nathan Hazelwood | Palace Lane Decorating | £894.37 | | |
| Packhorse Fencing | Grass cutting – three cuts | £739.71 | | |
| CAPALC | Councillor Training | £75.00 | | |
| CAPALC | Chairmanship Training | £100.00 | | |
| CAPALC | Membership Fee | £273.33 | | |
| Red Shoes | Payroll | £46.80 | | |
| OLP Online Playgrounds | Swings – remount onto metal supports | £1846.68 | | |
| CAPALC | Membership | £273.33 | | |
| HMRC | Tax/NI | £81.36* | | |
| Nathan Hazelwood | Palace Lane Decorating (2 nd invoice) | £894.37** | | |
| Michelle Bolger | Sunnica – additional work | £1800 | | |

* account in credit so no payment needed.

** added to payment schedule after agenda issued. Payment already agreed as per minute 21-22/144 ii (b)

*** added to payment schedule after agenda issued. Payment already agreed as per minute 22-23/74 (2)

| Paid/To be paid by standing order/direct debit/debit card | | | | |
|--|-------------------------------------|--------------|--|--|
| S Hughes | Clerk's salary July 23 | Confidential | | |
| Sophie Hughes | Bus Shelter cleaning – July 23 | £40.00 | | |
| NEST | Pension for June 23 | £32.24 | | |
| Liam Collis | Play area maintenance July 23 | £140.00 | | |
| GD Estates | Rental fee – June 23 | £100.80 | | |
| SAB Estates | Rental fee - June 23 | £48.00 | | |
| Ebay/Bolt World | Cover for zipwire chain | £7.26 | | |
| | | | | |
| Ebay/Autoperformance Online | Cover for zipwire chain | £47.97 | | |
| Paintshed | Supplies for 8&10 PL exterior paint | £488.21 | | |

| Grant Application | | | | |
|--------------------------|---------------------|----------|--|--|
| Chippenham PCC | Grass cutting grant | £1300.00 | | |

| Receipts | | | | |
|-----------------|-----------------------------|---------|--|--|
| SAB | Rental income 10 PL June 23 | £800 | | |
| GD Estates | Rental income 8 PL June 23 | £1200 | | |
| Lloyds | Bank Interest June 23 | £17.19 | | |
| Cambs CC | Grass cutting grant | £362.23 | | |