

TOCKENHAM PARISH COUNCIL

January 2026

Dear Councillor,

You are summoned to a Meeting of the **Tockenham Parish Council**, which will be held on **Wednesday 7th January 2026** at 7:00p.m. in the Village Hall.

Emily Bourne

Emily Bourne
Tockenham Parish Clerk

NOTICE OF MEETING – Public Notice of the meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

Public Question Time – an opportunity for members of the public to address the Council on any Council matter before the meeting commences. (Limited to 10 minutes)

Reports from Wiltshire Councillor

AGENDA

1. **Apologies for absence.**
2. **Declaration(s) of Interest** - In accordance with the Parish Councils (Model Code of Conduct) Order 2001 and revised (Model Code of Conduct) Order 2007.
3. **Minutes (5th November 2025)** – Members had previously been circulated with the draft minutes and notes.
The Council to approve as a true record the Minutes of the Parish Council Meeting held on 5th November 2025.
4. **Minutes (26th November 2025)** – Members had previously been circulated with the draft minutes and notes.
The Council to approve as a true record the Minutes of the Extraordinary Parish Council Meeting held on 26th November 2025.
5. **Minutes (11th December 2025)** – Members had previously been circulated with the draft minutes and notes.
The Council to approve as a true record the Minutes of the Extraordinary Parish Council Meeting held on 11th December 2025.
6. **Co-option**
Following the resignation of Councillor Nicholas Polkinghorne there is one vacancy on

the Council. Wiltshire Council did not receive a request for an election by TEN electors and therefore the vacancy can be filled by co-option.

Councillors are reminded to refer to the Co-option Policy previously circulated.

The Council is asked to consider the candidate(s) and whether they would like to proceed with the co-option.

7. Clerk's Report

All previously circulated, items sent for information only and will not be discussed at meeting unless any queries:-

- From the PCC's Desk – Keeping Councillors Informed – Issue #14 – 30th October 2025
- Police and Crime Commissioner joins Swindon Officers on Operation Sacramento – 31st October 2025
- Wiltshire Council Latest News – 31st October 2025
- TTRN Closure of A312 (Part), Calne – 31st October 2025
- Chief Constable contract extended to secure Wiltshire Police stability and leadership – 3rd November 2025
- Wiltshire Local Nature Recovery Strategy Update – 5th November 2025
- Wiltshire Council Town and Parish Council Update – 5th November 2025
- RWB and Cricklade LHFIG pre-meeting notes – 6th November 2025
- Community Speed Watch Road Safety Update – 6th November 2025
- Wiltshire Council Latest News – 6th November 2025
- Bradenstoke Solar Park Community Benefit Fund update – 6th November 2025
- NHS local survey – 7th November 2025
- NALC: Devolution Case Studies – 7th November 2025
- Wiltshire Council Town and Parish Council Update – 7th November 2025
- Flood Warden Luncg & Learn – 10th November 2025
- Minutes for Northern Area Planning Committee – 11th November 2025
- Cancelled 13th November Flood Warden Lunch & Learn – 12th November 2025
- Allison Bucknell update on PL/2025/03664 – 13th November 2025
- Wiltshire Council Latest News – 14th November 2025
- Wiltshire Council Town and Parish Council Update – 14th November 2025
- RWB & Cricklade LHFIG meeting notes – 17th November 2025
- WALC – Introducing our new chair – 17th November 2025
- RWB & Cricklade LHFIG meeting notes (amended) – 17th November 2025
- Parish Steward Visits – 18th November 2025
- Agenda for RWB & Cricklade Area Board – 18th November 2025
- Wiltshire Council update on ENF/2025/00570 – 18th November 2025
- Community Care Group Notes – 19th November 2025
- Wiltshire Council Town and Parish Council Update – 20th November 2025
- Agenda Supplement 1 to RWB & Cricklade Area Board agenda – 20th November 2025
- Briefing Note 25-09: Community Governance Review 2025/26 – 20th November 2025
- Ryal Wootton Bassett Mayor's Hoe-Down – 21st November 2025
- Parish Steward Visit – 21st November 2025
- Wiltshire Council Latest News – 21st November 2025
- Campaign launches to ensure festive revellers have a safe night out in Swindon this

winter – 24th November 2025

- Agenda for Northern Area Planning Committee – 25th November 2025
- Flood Warden Lunch & Learn – 25th November 2025
- Wiltshire Council Town and Parish Council Update – 25th November 2025
- WALC November 2025 Newsletter – 26th November 2025
- Wiltshire Council Latest News – 28th November 2025
- South West PCC's and police forces unite to tackle child criminal exploitation across the region – 28th November 2025
- LHFIG Survey – 2nd December 2025
- Parish Stewards Schedules 2026 – 4th December 2025
- Christmas Greetings from Royal Wootton Bassett Town Council – 4th December 2025
- 2025 Christmas Card from the Leader & Chairman of Wiltshire Council – 5th December 2025
- Wiltshire Council Latest News – 5th December 2025
- Wiltshire Council Town and Parish Council Update – 5th December 2025
- Parish Steward visits – 8th December 2025
- Safety partners work together to protect Swindon's nightlife this festive season – 9th December 2025
- RE-ISSUE: Safety partners work together to protect Swindon's nightlife this festive season – 9th December 2025
- Minutes for RWB & Cricklade area board – 10th December 2025
- Wessex Water Community Drop In – 11th December 2025
- Briefing Note no. 25-10: Us Girls Melksham Pilot, Summary of a successful programme – 11th December 2025
- Community Speed Watch Latest Newsletter – 11th December 2025
- Minutes for Northern Area Planning Committee – 12th December 2025
- UPDATED 2026 Parish Steward Schedule – 12th December 2025
- Wiltshire Council Latest News – 12th December 2025
- New Sothern Policing Hub – 15th December 2025
- RWB&C CCG Agenda – 16th December 2025
- Wiltshire Council update on ENF/2025/00570 – 16th December 2025
- From the PCC's Desk – Keeping Councillors Informed – Issue #15 – 17th December 2025
- Discretionary Gully Service – 17th December 2025
- PCC Parish Column: Keeping Communities Safe amid Uncertainty – 19th December 2025
- Wiltshire Council Town and Parish Council Update – 19th December 2025
- Wiltshire Council Latest News – 19th December 2025
- RWB & Cricklade Area Board, Extraordinary Meeting – 23rd December 2025
- Wiltshire Council Latest News – 23rd December 2025
- PCC warns funding settlement lacks essential details and leaves policy facing untenable pressures – 23rd December 2025
- Wiltshire Council Latest News – 30th December 2025
- Wiltshire Council Town and Parish Council Update – 31st December 2025

Other items for discussion; all previously circulated: -

- Community Governance Review 2025/26 – proposals and representations sought

from Councils, individuals and residents – 25th November 2025 & 29th December 2025

EXTRACT: As a town or parish you may want to consider a number of questions: Have there been any changes in or around the parish which mean the external boundaries are no longer as effective and convenient as they could be? Do they reflect the identity and interests of communities in the area?

Is the number of councillors appropriate and effective? Do you struggle to have contested elections? Do you often have vacancies you find it difficult to fill? Do you have too few councillors for the level of responsibilities taken on by the parish?

If the parish is warded, do those wards still accurately reflect the nature of communities in the area? Is warding still an appropriate arrangement, or would it be more effective and convenient to have all councillors represent the whole parish? Is the number of councillors per ward appropriate?

If the parish is unwarded, are all areas adequately represented, or could warding better reflect the identity and interests of the various communities in the parish?

If you are a Parish Meeting with no council, is this active and therefore providing representation? Could a parish council be established? Would grouping or merger with another area provide more effective governance? If you have a council, is this still the best way to provide effective and convenient governance?

Does the name of the parish reflect the identity of its communities or common usage? (eg several parishes refer to themselves by a name which is not actually their legal name)

If, as a council, you believe changes may be appropriate to external boundaries (eg in response to new development), has there been any discussion with the potentially impacted parish council around an appropriate solution?

8. Planning

PL/2025/03664

Spinners End, 24 Primrose Hill, Tockenham, Swindon, SN4 7PG

Householder planning permission

Retrospective application for the erection of a 1.7m high fence, a shed, a recessed entrance double gate and a double garage to replace existing.

Decision: Approve with Conditions

Short URL: <https://shorturl.at/dRy5S>

PL/2025/09733

Broad Oak Corner, Greenway, Tockenham, SN4 7PW

Prior notification: Building

Erection of agricultural building and associated engineering operations for private way, hardstanding and bund.

Decision: Prior Approval Not Required

Short URL: <https://shorturl.at/es6Of>

ENF/2025/00570

Field in Greenway, Tockenham

Land opposite Miracle Trees on the C120.

Update for Councillor Diana Kirby.

9. Finance and Administration

To consider financial matters; documents circulated to Councillors before meeting.

Council to approve for payment: -

Retrospective Items:-

- Abbey Fire Protection Ltd - £57.07 for shed fire extinguisher
- Redlynch Leisure Installations Ltd - £29,892 for removal and installation of new play equipment (to be noted; payment approved at November 2025 meeting but invoice not received prior to meeting)

Invoices to be approved:-

- J Marshall - £25.68 for Wreath Competition Prizes (as agreed at November 2025 meeting)
- K Woolnough - £17.98 for shed mouse traps (as agreed at November 2025 meeting)
- Clerk's Salary - £282.20
- HMRC for Clerk's salary - £70.60
- Clerk's salary for additional hours worked in November and December 2025 (4 hours total) - £45.47
- HMRC for Clerk's salary for additional hours worked in November and December 2025 - £11.37

To note the bank balance £27,482.82

10. Draft Budget 2026/27 (Appendix A1, A2 and A3)

Councillors asked to discuss and approve the draft budget for 2025/26.

Appendix A1 is the outcome of the discussion of the meeting of 5th November 2025.

Appendix A2 lists legal fees, survey and hall hire separately.

Appendix A3 does not list legal fees, survey and hall hire separately but rather they would be coming from Community Projects.

11. Town / Parish Precept Requirement 2026/2027 (Appendix B)

Councillors asked to approve the Town / Parish Precept Requirement 2026/2027 Form based on the Draft Budget 2026/27 (at item 10 above) and authorise the Chair and Clerk to sign and submit the form to Wiltshire Council.

12. Tockenham Parish Council Policies

Tockenham Parish Council have nine policies; copies of which can be found on the website. The policies were adopted on the following dates:-

Code of Conduct – July 2020

Co-option Policy – January 2021

Financial Policy – January 2021
IT Policy – November 2025
Planning Policy - January 2021
Recruitment of Staff Policy – January 2021
Safeguarding Policy – November 2025
Standing Orders – July 2020
Training Policy – January 2021

Councillors are asked whether they wish to review and/or update any of the current policies listed above.

The below are examples of additional policies Tockenham Parish Council may wish to adopt:-

Adoption of New Public Open Spaces Policy
Anti-harassment and bullying policy
Civility and Respect Policy
Climate Environmental Policy
Complaints Policy
Data Protection GDPR Policy
Data and Document Retention Policy
Dignity at Work Policy
Equality and Diversity Policy
Flag Policy
Freedom of Information Policy
Privacy Policy
Risk Management Policy
Social Media Policy
Street Art Graffiti and Antisocial Behaviour Policy
Policies relating to employment (e.g. maternity leave, sick leave etc.)

Councillors are asked whether they wish for a draft of any of the above policies or drafts of any policy not listed above to be brought to a subsequent meeting.

13. Bus Stops

Wiltshire Council's bus shelter review programme aims to upgrade and maintain bus stop infrastructure across the country using up to £8 million of the Department For Transport funding over five years. The programme will address a backlog of over 500 requests and covers bus stops and shelters across Wiltshire. Wiltshire Council is asking for information regarding ownership for bus stops and shelters, any repairs or maintenance requests to be emailed to their dedicated email address.

14. Highway Matters

▪ Highways Annex table (Appendix C)
Update from Councillor Kevin Woolnough.

▪ Hillocks Sign

Discuss a resident request to replace the Hillocks sign on the A3102 and quote for a replacement. KW and AB will be able to discuss this with Martin Cook at their next update meeting on 20th January 2026.

- Cones for bank near Field View

Update from Councillor Kevin Woolnough regarding cones being places by degrading field bank near to Field View on C120.

15. Playing Field / Play Area

- Village Park Shed

Councillors asked to consider taking over the responsibility of insuring the shed contents from the Village Hall Committee. Update from Councillor Kevin Woolnough regarding the ventilation.

- Village Park Shed Ventilation

Update from Councillor Kevin Woolnough.

- Play Equipment Signs

Update from Councillor Julie Marshall.

16. Rights of Way

- Village Litter Pick

To discuss and confirm the date for the Village Litter Pick.

- Spring Walk

To discuss and confirm the date for the Spring Walk.

- Blockage of footpath by Becketts Copse

Update from Councillor Diana Kirby.

17. Tockenham Emergency Community Hub (ECH) Update

- Radios

Discuss request to Community First to obtain a grant from the Bradenstoke Community Benefit Fund for the purchase of eight Walkie Talkie Radios. Update from Councillor Kevin Woolnough.

- ECH Meeting with RWB Town Council – 21st November 2025

Update from Councillor Kevin Woolnough.

18. David Barnes Community Hall Trust

- Charity Commission Application

The Charity Commission has now registered The David Barnes Community Hall Trust as a Charitable Incorporated Organisation (CIO) with Tockenham Parish Council as the sole Trustee. The registration number is 1216240.

- Survey

Councillors asked to consider two quotes (from the same company) to carry out a 6-year plan survey report for the Village Hall. Additional companies were approached for quotes; due to the specialised nature of the works (a commercial survey being required rather than residential) they declined to quote for the work.

Quote 1 - £1,500 + VAT

Quote 2 - £2,000 +VAT

19. Tockenham War Memorial

Councillors asked to discuss plans/project for the continues upkeep of the Memorial and ownership concerns.

20. Councillor reports

- Request from resident for chippings

A resident has requested chippings be put down along the area where cars park on Orchard Lane beside The Rectory Fence.

21. Date of Next Parish Meeting: 11th March 2026

Dates for future meetings:-

Parish Meeting:

Annual Parish Meeting: 8th April 2026

Annual General Meeting: 6th May 2026 – date needs to be changed