

TOCKENHAM PARISH COUNCIL

March 2026

Dear Councillor,

You are summoned to a Meeting of the **Tockenham Parish Council**, which will be held on **Wednesday 11th March 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 (7th January 2026)** – 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 7th January 2026.
4. **Clerk's Report**
All previously circulated, items sent for information only and will not be discussed at meeting unless any queries:-
 - Agenda for Northern Area Planning Committee – 6th January 2026
 - Launching the WALC Environment Network – 7th January 2026
 - Article for magazine on behalf of Wiltshire Bobby Van Trust – 7th January 2026
 - WALC Executive January – 8th January 2026
 - Wiltshire Police face funding challenge – 8th January 2026
 - 2026 Precept Survey (Police and Crime Commissioner) – 9th January 2026
 - Wiltshire Council Latest News – 9th January 2026
 - Wiltshire Council Town and Parish Council Update – 9th January 2026
 - Agenda for Royal Wootton Bassett and Cricklade Area Board – 12th January 2026

- Steward visit January – 13th January 2026
- Supplement 1 to the agenda for Northern Area Planning Committee – 13th January 2026
- Winter Dragonfly Magazine – 13th January 2026
- Flood Warden Lunch and Learn Sessions – 14th January 2026
- Operational Flood Working Group – 15th January 2026
- Wiltshire Council Latest News – 16th January 2026
- Wiltshire Council Town and Parish Council Update – 16th January 2026
- Town and Parish Clerks meeting notes – 20th January 2026
- Agenda Supplement 1 to the agenda for Royal Wootton Bassett and Cricklade Area Board – 20th January 2026
- Reminder: Groundwater Flood Warden Lunch and Learn – 20th January 2026
- Temporary Closure of Bowds Lane (Part), Lyneham and Bradenstoke (12.03.2026) – 21st January 2026
- UPDATED: Temporary Closure of Bowds Lane (Part), Lyneham and Bradenstoke (12.03.2026) – 21st January 2026
- Temporary Closure of B4003 and A4361 (Part), Avebury (19.03.2026) – 21st January 2026
- Temporary Closure of Stanier Road (Part), Calne (17.03.2026) – 21st January 2026
- 26-01 Wiltshire Councillors Future Energy Landscapes (FEL) Project – 21st January 2026
- SSEN'S Stakeholder Engagement Workshop – 22nd January 2026
- PCC recognises outstanding contributions to community safety at Wiltshire Police Force Awards Ceremony – 23rd January 2026
- Wiltshire Council Latest News – 23rd January 2026
- Wiltshire Council Town and Parish Council Update – 23rd January 2026
- Wiltshire Council Town and Parish Council Update – 26th January 2026
- Planning Town and Parish Council Forum – 26th January 2026
- Steward Visits – 26th January 2026
- WALC – January 2026 Newsletter – 27th January 2026
- Wiltshire Local Nature Recovery Strategy webinars – 27th January 2026
- Storm Chandra Flood Warden Update – 27th January 2026
- Wide-ranging police reform will take away the public's voice in policing and cost more money, Wiltshire PCC warns – 27th January 2026
- Storm Chandra – Incidents of Flooding – 28th January 2026
- RWB and Cricklade LHFIG meeting – 28th January 2026
- Standing with older people this winter – 28th January 2026
- Royal Wootton Bassett – Area Board Q&A – 30th January 2026
- Wiltshire Council Latest News – 30th January 2026
- Wiltshire Council Town and Parish Council Update – 30th January 2026
- Rise in reported sexual offences could be linked to increased victim confidence – 30th January 2026
- Flood Warden Update – 30th January 2026
- Agenda for Northern Area Planning Committee – 3rd February 2026
- Next steps for Local Plan – 3rd February 2026
- FaCL Online support for Wiltshire Families – 4th February 2026
- RWB and Cricklade LHFIG – Pre meeting notes – 4th February 2026

- Royal Wootton Bassett and Cricklade Area Board – 5th February 2026
- Wiltshire Council: Wiltshire Best Kept Village competition to return for 2026 – 5th February 2026
- Wiltshire Council Latest News – 6th February 2026
- Wiltshire Council Town and Parish Council Update – 6th February 2026
- 16,000 hours of additional ASB patrols at risk in Wiltshire as Government pulls hotspot funding – 9th February 2026
- Training Bulletin – February – 10th February 2026
- AMENDED Training Bulletin – February – 11th February 2026
- Wiltshire Council Town and Parish Council Update – 11th February 2026
- Wiltshire Council Latest News – 11th February 2026
- Road Safety Update – 12th February 2026
- RWB Mayor Making – Save the date – 12th February 2026
- Temporary Closure of C76 (Part), Brinkworth and Tockenham (07.04.2026) – 12th February 2026
- Minutes for Northern Area Planning Committee – 13th February 2026
- RWB and Cricklade LHFIG – Meeting Notes – 13th February 2026
- Wiltshire Council Latest News – 13th February 2026
- Wiltshire Council Town and Parish Council Update – 13th February 2026
- The Wiltshire Bobby Ban Trust Charity Services – 16th February 2026
- Flood Mary: Flood Warden Online Session – 16th February 2026
- TTRN – Urgent closure of Greenway (Part), Tockenham (26.02.2026) – 17th February 2026
- UPDATED: The Wiltshire Bobby Ban Trust Charity Services – 17th February 2026
- Wiltshire Council Latest News – 20th February 2026
- Wiltshire Council Town and Parish Council Update – 20th February 2026
- Minutes for Royal Wootton Bassett and Cricklade Area Board – 24th February 2026
- Agenda for Royal Wootton Bassett and Cricklade Area Board – 24th February 2026
- Agenda Supplement 1 to the agenda for Royal Wootton Bassett and Cricklade Area Board – 25th February 2026
- WALC – February 2026 Newsletter – 25th February 2026
- Wiltshire Council Latest News – 27th February 2026
- Wiltshire Council Town and Parish Council Update – 27th February 2026
- Wiltshire Council Town and Parish Council Update: Local Plan – 2nd March 2026
- Wiltshire Council Briefing Note 26-02: Revamp Your Tank – 3rd March 2026
- Temporary Closures of various roads, various parishes (27.04.2026 – 06.05.2026) – 4th March 2026

Other items for discussion; all previously circulated: -

- Best Kept Village Competition 2026 – 11th January 2026
- AMENDED Training Bulletin – February – 11th February 2026

5. Planning

ENF/2025/00570

Field in Greenway, Tockenham

Land opposite Miracle Trees on the C120.

20/02/26 - Update from Wiltshire Council Planning Enforcement; *'...a Prior Notification application for a 3-bay open fronted portal framed agricultural building has been submitted and is currently with the Council's Technical Support Team awaiting validation. The application should be available to view on the website in the next week or so. A planning application for the hardstanding at the entrance to the site is currently being prepared'*.

PL/2026/00265

Glebe House, West Tockenham, Swindon, SN4 7PJ

Application Type: Householder planning permission

Extension of existing garage

Deadline for Comments: 18th February 2026

Decision: Awaited (expected 11/03/2026)

Short URL: <https://shorturl.at/4O8zw>

PL/2026/01193

Haresbrook Farm, Greenway, Tockenham, Swindon, SN4 7PW

Prior Notification: Building

A three bay open fronted portal framed agricultural building

Decision: Prior notifications are not open for public comment, as they are assessed against national criteria

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

6. Insurance Renewal

Members had previously been circulated with the renewal documents. The insurance will renew on 24th March 2026. The following items to be added to the policy:-

Eight Motorola T92 Handset (total cost £350)

Four Handset easy charging plugs (total cost £40)

Members are asked to confirm whether any additional items and/or changes are required to the policy before it is renewed.

Members to note this is the final year of the three-year contract with Community First.

7. Finance and Administration

Financial Procedures

To revise Parish Councillor's procedures for the set up and approval of payments.

Payments

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

Council to approve for payment: -

Retrospective Items:-

- Peter Maksymuk Surveying Ltd. - £2,400 for survey on village hall
- TEEC Limited (Website Company) - £223.20 for Tockenham Parish Council website and email accounts
- The Wood Workshop (Kevin Carter) - £90 for floorboards in the village hall
- Ligo Electronics - £330 for radios for Emergency Plan
- Awdry Law - £1,184.76 for initial searches for legal work re village hall
- AED Donate - £97.55 for a bleed kit

Invoices to be approved:-

- Clerk's Salary - £282.20
- HMRC for Clerk's salary - £70.60
- J Marshall - £42 for playground sign
- Community First - £505.71 for Tockenham Parish Council insurance
- E Bourne - £3 for David Barnes Community Hall Trust email accounts (22/01/26 to 21/02/26)
- E Bourne - £1.20 for David Barnes Community Hall Trust Website
- E Bourne - £3 for David Barnes Community Hall Trust email accounts (22/02/26 to 21/03/26)
- WALC - £48 for Clerk's training course on 11th March 2026
- Donation - £100 donation in respect of First Aid / Bleed Kit training being held on 28th March 2026
- Clark's salary for additional hours worked in January and February 2026 in respect of the David Barnes Community Hall Trust (8 hours 55 minutes total) - £101.55
- HMRC for Clerk's salary for additional hours worked in January and February 2026 in respect of the David Barnes Community Hall Trust - £25.20

To note the bank balance £27,158.26 as at 27/02/2026

To note two upcoming payments of £40 (+VAT) for Councillor training; for training being held on 14th May 2026.

8. Tockenham Parish Council Policies

Tockenham Parish Council have nine policies; copies of which can be found on the website.

The following policies are to be reviewed:-

Code of Conduct; adopted July 2020

Co-option Policy; adopted January 2021

Financial Policy; adopted January 2021

Planning Policy; adopted January 2021

Recruitment of Staff Policy; adopted January 2021

Standing Orders; adopted July 2020

Training Policy; adopted January 2021

Updated copies of the above policies have been circulated to members. Councillors are asked whether the amendments are approved and/or whether any further amendments are required to any of the above policies.

Data Protection Policy (Appendix A)

Councillors are asked to discuss and adopt the draft Data Protection Policy.

Equality and Diversity Policy (Appendix B)

Councillors are asked to discuss and adopt the draft Equality and Diversity Policy.

Complaints Policy (Appendix C)

Councillors are asked to discuss and adopt the draft Complaints Policy.

Privacy Policy (Appendix D)

Councillors are asked to discuss and adopt the draft Privacy Policy.

Freedom of Information Policy (Appendix E)

Councillors are asked to discuss and adopt the draft Freedom of Information Policy.

Councillors are asked whether they wish for a draft of any new policy(s) to be brought to a subsequent meeting.

Councillors are asked to confirm the timeline for reviewing all policies.

9. Highway Matters

- Tokenham C120 / C130 20mph installation

Update from Councillor Kevin Woolnough.

- Highways meeting – 26th January 2026

Update from Councillor Kevin Woolnough regarding the recent meeting between Wiltshire Council Highways Department, Councillor Kevin Woolnough and Wiltshire Councillor Allison Bucknell.

- Cone collection – Hill View

Update from Councillor Kevin Woolnough.

- Primrose Hill / A3102 Assessment

Further information to be provided by Councillor Kevin Woolnough for discussion.

- Bus Stop update

Update from Councillor Kevin Woolnough.

- Highways Annex table (Appendix F)

Update from Councillor Kevin Woolnough.

- Parish Emergency Assistance Scheme (PEAS)

Update required; have Wiltshire Council stopped the scheme.

10. Playing Field / Play Area

- Village Park Shed

Update from Councillor Kevin Woolnough regarding the ventilation and fuel control.

- Play Equipment Signs
Update from Councillor Julie Marshall.

11. 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.

- Damaged right of way sign opposite Heron Pond House; C120
Update from Councillor Ian Carter.

12. Tockenham Emergency Community Hub (ECH) Update

- Emergency Committee Meeting – 18th February 2026
Update on the meeting from Councillor Kevin Woolnough.

- Radios
Update on the purchase of the radios from Councillor Kevin Woolnough.

- Bleed Kit Training
Councillor Kevin Woolnough to provide details of the bleed kit training on 28th March 2026.

- GDPR Form
Councillor Kevin Woolnough to provide an update on the updated form distribution.

- Defib
Update on the defib and required maintenance of the same.

13. David Barnes Community Hall Trust

- Charity Bank Account
A Charity Bank Account is in the process of being opened. Update from Councillor Kevin Woolnough.

- Survey
Update from Councillor Kevin Woolnough.

- Village Hall Transfer
Update from Councillor Ian Carter.

- Charity Website
Update from Clerk.

14. Tockenham War Memorial

Update from Councillor Janet Nicholls.

15. Councillor reports

None.

16. Date of Next Parish Meeting:

Dates for future meetings:-

Parish Meeting(s):

Annual Parish Meeting: 22nd April 2026 (NB this is a new date; previous date was 8th April 2026)

Annual Parish Council Meeting: 20th May 2026 (NB this is a new date; previous date was 6th May 2026)