

**TOCKENHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
**Wednesday 6<sup>th</sup> November 2024 at 7pm**

Present: Cllr Diana Kirby, Chair (DK), Cllr Kevin Woolnough (KW), Cllr Julie Marshall (JM), Cllr Richard Walker (RW), Cllr Nicholas Polkinghorne (NP), Wiltshire Cllr Allison Bucknell (AB), Emily Bourne, Clerk (EB).

**Public Question Time**

Bill Moore attended the meeting and gave members a revised copy of the Emergency Plan he has put together. This will be discussed at the next Emergency Plan Support Group on 18<sup>th</sup> November 2024.

**Reports from Wiltshire Councillor**

Verbal report received from Wiltshire Councillor Allison Bucknell. AB advised of several funding opportunities that Tockenham Parish Council should consider; including; Bradenstoke Solar Park Community Benefit Fund, Winter Fuel and Area Board. AB to email details to DK.

**AGENDA**

**1. Apologies for absence.**

None.

**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.

None.

**3. Minutes** – Members had previously been circulated with the draft minutes and notes. RESOLVED to approve the minutes of the meeting held on 4<sup>th</sup> September 2024; proposed by KW, seconded by NP, DK signed, agreed unanimously by members who were present.

**4. Defibrillator Awareness Training – 13<sup>th</sup> January 2025 at 2pm**

RW advised he would be attending. JM would like to attend as a refresher if there is space available.

Members agreed to give a £50 donation to the Fire Fighters Benevolent Fund (or similar charity) once the training was completed.

**5. Clerk's Report**

All items were noted and the following were discussed:-

- Update: 'Martyn's Law' Bill Now Progressing – 16<sup>th</sup> September 2024

KW to speak to the Fair Committee about Martyn's Law and the impact on the event.

- RWB & Cricklade LHFIFG Meeting 11/09/24 - Meeting Notes – 16<sup>th</sup> September 2024

KW advised the next LHFIFG meeting is 27<sup>th</sup> November 2024.

### **Other items for discussion; all previously circulated: -**

- Minutes for Royal Wootton Bassett and Cricklade Area Board – 16<sup>th</sup> October 2024  
The next meeting is 11<sup>th</sup> December 2024 and Chief Constable Catherine Roper will be attending the meeting
- RWB & C Community Safety Group Notes – 17<sup>th</sup> October 2024  
DK and KW both attended the meeting and provided an update on the topics covered at the meeting. The next meeting is 8<sup>th</sup> November 2024; possibly with the Road Policing Unit.
- WALC Training Bulletin – 21<sup>st</sup> October 2024  
DK asked whether there were any training courses that members or the Clerk wanted to attend and asked them to consider any training they might wish to undertake.
- Neighbourhood County Forum 20<sup>th</sup> November 2024 – 23<sup>rd</sup> October 2024  
DK advised an email was received after the publication of the agenda advising the meeting has been postponed and a new date would be circulated later.
- Wiltshire Councillor Derek Walters' Speeding Survey emails – 2 emails both dated 24<sup>th</sup> October 2024
- Wiltshire Councillor Allison Bucknell's email re the above emails – 25<sup>th</sup> October 2024  
Regarding the above two emails; members agreed to wait for the official speeding survey which is due to be sent by Wiltshire Council Environment Select Committee.

### **6.Planning**

Planning application PL/2024/07048 was noted.

DK commented that the application conditions advised the development might be chargeable for Community Infrastructure Levy (CIL). DK to speak to AB about pursuing any CIL payment.

### **7. Finance and Administration**

Retrospective Items:-

- Radio & medical kit (paid from SSEN Grant) - £191.53
- Ancillary generator equipment (paid from SSEN Grant & precept) - £94.71
- P R Electrical Services - £97.63 for Earth Rod for generators

Invoices approved:-

- Village flowers - £40
- Poppy Wreath - £25.50
- ICO – Annual Data Protection Fee - £35 (£40 fee with a £5 reduction by paying with direct debit; to be taken by direct debt on/around 29<sup>th</sup> November 2024)
- Clerks Salary (including September 2024's additional hours) - £359.12
- HMRC for Clerk's salary £89.60

Members were advised of changes to the Clerk's salary payment and HMRC payment as the Clerk's payslip was created after the publication of the agenda.

- Gift for retiring Clerk - £39.95

This item was brought up at the meeting.

Proposed by DK and seconded by KW. RW to set up payments and NP to authorise. All invoices approved unanimously.

Members noted the bank balance.

Members requested that EB investigate a new accountant/firm to carry out the payroll as the current accountant wants to retire at the end of the financial year.

To discuss recompense to Clerk for Council mobile

Members agreed £20 should be paid to the Clerk in Clerk's expenses for the use of a mobile phone.

#### **8. SEN Grant Application March/April 2025**

KW to investigate the Grant to establish if it could be used for items like a first aid kit, fuel for the generators and ongoing expenses.

#### **9. Highway Matters**

- Renate Malton's Visit to Tockenham

KW advised Renate Malton postponed the meeting and KW is waiting for a new date.

- Flood Signs

KW advised four additional flood signs have been requested from Wiltshire Council; KW is waiting for a reply.

- Brief on 19th September 2024 Wessex Flood Warden course

KW advised the course was very informative and the information has been included in the Emergency Plan.

#### **10. Play Area**

JM advised the play park is in good shape and is stable.

JM confirmed the grass cutting had now concluded for the winter; comments were made at what a good job had been done and how neat the area looked. Members agreed that gifts should be given to those involved in cutting the grass. JM to purchase gifts.

RW advised he had spoken to Rosie about her old fencing; RW commented that whilst it was in good shape there is concern that if pulled tight it might break. RW to go back to Rosie and graciously decline the offer. The issue regarding the fencing is to be monitored.

#### **11. Rights of Way**

NP commented the village walk on Sunday 13<sup>th</sup> October 2024 went well.

NP advised there were a couple of outstanding issues with Wiltshire Council that are being pursued. KW to pass on three further Rights of Ways issues; logged with Wiltshire Council, for NP to follow up.

AB to send NP details of the Wiltshire Council Rights of Way toolkit.

## **12. Environment**

- LNRS draft mapping feedback

RW advised the LNRS map is up and running and there is an online tutorial on Wiltshire Council's website of how to use the tool.

RW attended the first meeting with Clyffe Pypard and Bushton; chaired by Tony Currivan, bringing framers and residents together to see each other's points of view.

RW attended HedgeFest 2024 on Monday 21<sup>st</sup> October 2024. RW advised it was a good event with a lot of information provided.

## **13. Councillor reports**

- Highways Annex table (Appendix B)

KW discussed the Highways Annex table; due to limited time updates on this item were brief. The next Parish Steward visit is 27<sup>th</sup> November 2024; the dates for 2025 have not been confirmed. Flooding in the main village again last month (October 2024); awaiting a pipe to be installed across the road however the ditches have been dug in preparation. If issues at Field View are resolved then flooding in the main village should stop. KW met with David Arnup and Martin Cook on 9<sup>th</sup> October 2024 to look at measures to reduce the flood risk in Tockenham Wick. The flooding south of Rowley Copse; culvert blasted now awaiting the landowner to redirect their watercourse.

Members agreed a letter should be written to F. Drury & Sons Abattoir asking them to review their access due to the issues caused on the A3102 when livestock lorries block the entrance to the abattoir; causing queuing on the A3102. DK to write the letter.

## **14. Draft Budget 2025/26 (Appendix C)**

Members discussed the draft budget for 2025/26.

Amendments to the draft budget as follows (see attached document for full budget details):-

- Community First Subscription £55
- Gov.uk domain fees £80
- Donation to Community Magazine £300 - DK to investigate whether this is sufficient.
- Playing field repairs £700
- Road signs £0
- Poppy Appeal £30
- Village flowers £350
- Training £150
- Emergency Plan £200 - new budget line

Members agreed the precept should remain at £12,000.

## **15. Christmas Tree Lights Switch On – 6<sup>th</sup> December 2024**

KW advised the tree is booked and everything is arranged for 6<sup>th</sup> December 2024.

## **16. Shed - maintenance/External step and EMP Locker additions**

KW advised the shed must be painted with preservative every year and the external step needs to be widened.

KW has received a quote for £480 for a EMP locker to store the Emergency Plan items in. Members agreed this should be purchased before April 2025 to ensure it comes out of this year's budget.

**17. Tockenham Parish Council Website – WCAG 2.2 Update**

EB to confirm with My Parish Council whether the website will be offline whilst the update is carried out.

Members agreed they did not want My Parish Council to carry out a site audit; EB to go back to My Parish Council and advise them.

NP to investigate a free alternative to a site audit.

**18. War Memorial**

KW advised there is uncertainty as to the ownership of the War Memorial. Whilst it is on David Barnes' land he has advised it is not owned by him and the Parish Council do not own the War Memorial. The War Memorial Trust inspected the war memorial on 21<sup>st</sup> September 2022 and advised it was in good condition.

**19. Date of Next Parish Meeting: 8<sup>th</sup> January 2025**

Dates for future meetings:-

Parish Meeting: 12<sup>th</sup> March 2025

Annual Parish Meeting: 9<sup>th</sup> April 2025

Annual General Meeting: 7<sup>th</sup> May 2025

Meeting closed: 9:25pm

