

TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL EXTRAORDINARY MEETING HELD ON
Thursday 4th September 2025 at 7pm

Present: Cllr Diana Kirby; Chair (DK), Cllr Kevin Woolnough (KW), Cllr Ian Carter (IC), Cllr Julie Marshall (JM), Emily Bourne; Clerk (EB).

Public Question Time

No members of the public were present.

Reports from Wiltshire Councillor

Wiltshire Councillor Allison Bucknell (AB) had given her apologies for the meeting but provided a written report that was read out as follows:-

'I know the tractors have been causing their seasonal mayhem and we still don't have an acceptable protocol for responding. I'm awaiting an update from Highways on the A3102 safety improvement scheme, which none of us are happy with. I see that some white lines have gone in which looks like there may be some additional patching on the rough bits. There are also some bumps that have appeared at The Hillocks. Bumps in the road signs have been placed on the verge as some traffic has been grounding but I don't envisage any major works at this juncture until the weather has settled down as it may be due to that.'

Regarding the tractors; KW to speak to AB regarding an LHFIG application for signs on Orchard Lane.

AGENDA

1. Apologies for absence.

Apologies were received from Wiltshire Councillor Allison Bucknell.

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 2nd July 2025; proposed by KW, seconded by JM, DK signed, agreed unanimously by members who were present.

4. Co-option

No candidates have come forward. Councillors to speak to residents to see if anyone would be interested in becoming a Councillor.

5. Clerk's Report

All items were noted and the following were discussed:-

- General point regarding Wiltshire Council's Local Plan Consultation – Cllrs remarked that it was disappointing that no consultation event was scheduled for Royal Wootton Bassett; residents have found it difficult to travel to the consultation events due to their locations.

Other items for discussion; all previously circulated: -

- None

6. Planning

ENF/2023/00715

APP/Y3940/C/25/3369154

Land to the North of 34 – 39 Clyffe Pypard, SN4 7PY

The appeal is against an Enforcement Notice in respect of the above site and is to be decided on the basis of a written representation procedure.

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

Comments to be received by: 15th September 2025

No new comments to be made as the Parish Council submitted comments when the original application was received.

PL/2024/07098

App/Y2940/W/3364716

Land to the North of 34 – 39 Clyffe Pypard, SN4 7PY

Full Planning Permission

Change of use of land to form a 3 pitch traveller caravan site, with erection of day room and boundary fencing with access from Clyffe Pypard
(Resubmission of PL/2023/10812)

Comments to be received by: 26th September 2025

No new comments to be made as the Parish Council submitted comments when the original application was received.

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.

Amended plans and/or additional information received.

Short URL: <https://shorturl.at/g94ZS>

Comments to be received by: 10th September 2025

DK to check what comments have been submitted but the Parish Council have no objections and will register a comment of support.

7. Finance and Administration

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

Council to approve for payment: -

Retrospective Items:-

- None.

Invoices to be approved:-

- K Woolnough - £37.99 for park shed sprayer (as agreed at July meeting)

- Clerks Salary - £282.20
- HMRC for Clerk's salary - £70.60
- Clerk's salary for additional hours worked in May and June 2025 (7 hours total) - £79.67*
- HMRC for Clerk's salary for additional hours worked in May and June 2025 - £19.80*

*The above two figures differ from the agenda. EB explained that the figures for the agenda were created prior to the payslip being generated. The figures above (£79.67 and £19.80) match those shown on the payroll summary and P30.

Proposed by IC and seconded by JM. KW to set up salary and HMRC payments with DK to authorize, DK to set up payment for KW and JM to authorize. All invoices approved unanimously.

KW to contact the bank regarding IC becoming a signatory.

JM asked for confirmation as to how much was left in the flower budget so winter flowers can be purchased. **Since the meeting EB has confirmed there is £231 remaining in the flower budget.**

Members noted the bank balance. DK commented that whilst the balance looks healthy approximately £20,000 will be used for the new play equipment.

8. Highway Matters

- Meeting on 18th August 2025 with Cllr Woolnough, Wiltshire Cllr Allison Bucknell and Wiltshire Council Highways.

KW advised that he, AB and Wiltshire Council Highways are now having 3 monthly Zoom meetings to discuss and progress highway matters.

- Highways Annex table (Appendix A)

KW went through the Highway Annex and provided the following updates:-

West Tockenham, Flooding. C120 Main Village

Vactor Teams has recently cleaned the gulleys and these will be included on a more regular cleaning schedule.

Tockenham Wick, Flooding / road surface degradation

Works to repair the road degradation to be done after the Bradenstoke works. Hopefully the drainage will be done at the same time.

Degrading road surface Greenway / Mermaid Corner C120

The bobcat turned up to do the work but it was too big for them to do. Wiltshire Council are trying to include the road in other works nearby; in the meantime KW to continue photographing the road and sending these to Wiltshire Council to show the deterioration.

Opposite Field View – No 1 Tockenham. Blocked drain/gully. Road area by sewage plant now breaking up do to constant flow of water.

Related to the above issue.

Junction with Preston Lane C130 – Mermaid Corner. Continuous flooding

No surface works until the drainage team have carried out an inspection.

C130 Primrose Hill – Drainage clearance

Awaiting clarification from Wiltshire Council Drainage / Highways Teams. A report indicated that they are to clear a specified ditch.

A3102 Tockenham Corner – Culvert/road erosion

The road has been inspected and is sound. The culvert is clear but is regularly monitored.

C130 Orchard Lane junction at C120 – Road surface degradation

Repairs should be carried out tomorrow (5th September 2025).

- Junction A3102 – Tockenham Corner
KW read an update from AB as follows:-

‘Due to the peak holiday period, it has been challenging to obtain definitive responses from officers, but I can now confirm that the resurfacing works near the junction are scheduled for Monday 30th September, commencing at 19:00hrs. These works are expected to be completed during the evening. Regarding the Stage 3 Safety Audit, there has been a delay caused by the late completion of other works on the A3102. However, officers have now instructed our external consultant to proceed with the Audit without further delay. Please be assured that your concerns along with those raised by residents, will be shared with the Audit Team’.

- 20mph Speed Limit Assessment

KW advised the last LHFIFG meeting was 27th August 2025. The study has commenced, and a draft report should be given to the Parish Council shortly. It is likely the recommendation will be 20mph limit.

Reminder: the cost of the assessment is £3,100; at the July meeting Tockenham Parish Council agreed to pay the contribution of £775.

9. Playing Field / Play Area

- Shed Maintenance

KW advised he will be carrying out the painting of the shed in the coming weeks with the new sprayer. Electric for the sprayer to come from the Village Hall.

Members agreed KW can purchase paint for the shed up to a limit of £40.

- Play Equipment

JM advised there has been a change in the design due to size constraints (still receiving the main item, seesaw and swings); the price is now £600 less than originally quoted. JM to provide DK with figures so these can be passed onto Community First in relation to the Grant.

JM confirmed that work will start either the week before or week after the October half term. The park will be closed for one week.

JM to put an article in the October edition of the parish magazine.

EB to put something on the website about the new play park coming soon.

Opening event to be held once the new equipment has been installed.

10. Rights of Way

- Rights of Way still to be handed over to Councillor Ian Carter.
- IC to speak to former Councillor Nicholas Polkinghorne regarding outstanding matters.

DK advised the recent issue concerning a blockage on a footpath at Beckett's Copse was reported to Wiltshire Council and they have referred the issue to the Environment Agency.

11. Tockenham Emergency Community Hub (ECH) Update

- Presentation to the Village Hall – 17th September 2025

KW advised that himself and Bill are due to give a presentation to local parishes; Stanton, Winterbourne, Charlton and one other have all confirmed. The presentation is at 7pm on 17th September 2025; all Councillors welcome.

- Purchase of ECH Log Sheets

As agreed at the July meeting the log sheets have been printed. Invoice awaited.

- Updated Emergency Plan

KW advised Annex C is still be updated.

12. Councillor reports

- David Barnes Community Hall Trust

DK advised that they had received advice from a specialist charity lawyer regarding the possibility of the Village Hall Committee (VHC) leasing the Hall from the Parish Council and the operation of a bar by a charity. A charity can run a bar but it cannot be the main purpose of the Charity and the income from the bar cannot be more than 25% of the total income of the Charity or more than £8,000 if the Charity turnover is less than £32,000.

There are three options for the running of the Hall (including the bar) post the gift from Mr Barnes to the parish Council as sole Trustee of a Charitable Incorporated Organisation (CIO):-

- a. The day-to-day running is managed by a delegated committee (the VHC) with terms of reference
- b. The VHC form a second CIO and the Hall is leased to that CIO
- c. The VHC form a trust charity with individual trustees and the Hall is leased to that charity.

There is added cost to options b and c. Option a is the easier route.

Sonya Woolnough is to give a presentation to the VHC tomorrow (5th September 2025) to explain the options.

- Christmas Lights Switch On

It was agreed that the light switch on should be Friday 28th November 2025. KW to make arrangements.

- Christmas Wreath Competition

JM suggested there should be a Christmas Wreath Competition with three categories; Best Shop Bought, Best Original and another category. Parish Council to supply prizes. JM to make arrangements.

13. Date of Next Parish Meeting: 5th November 2025

Dates for future meetings:-

Parish Meeting: 7th January 2026, 11th March 2026

Annual Parish Meeting: 8th April 2026

Annual General Meeting: 6th May 2026

Meeting closed: 8:55pm