

**TOCKENHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL EXTRAORDINARY MEETING HELD ON**  
**Wednesday 5<sup>th</sup> November 2025 at 7pm**

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

**Public Question Time**

One member of the public was present, but they had no questions.

**Reports from Wiltshire Councillor**

Verbal report received from Wiltshire Councillor Allison Bucknell. Wiltshire Council is starting the budget cycle and Wiltshire Councillors are out talking to residents for their views and opinions. Wiltshire Council have recently agreed 3hrs free parking for blue badge holders. Wiltshire Council will be conducting a litter pick on the A3102 and have recently installed signs reminding people not to litter. AB reminded everyone that Community Litter Picks should only be carried out on roads up to 30mph.

**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 (4<sup>th</sup> September 2025)** – 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 2025; proposed by IC, seconded by JM, DK signed, agreed unanimously by members who were present.

**4. Minutes (13<sup>th</sup> October 2025)** – Members had previously been circulated with the draft minutes and notes.  
RESOLVED to approve the minutes of the meeting held on 13<sup>th</sup> October 2025; proposed by DK, seconded by JM, DK signed, agreed unanimously by members who were present.

**5. Clerk's Report**

All items were noted and the following were discussed:-

- Minutes for Royal Wootton Bassett and Cricklade Area Board – DK commented she attended the meeting and found the statistics about crime very interesting; over 40,000 crimes in Wiltshire but this is the lowest county stats in the country. Wiltshire Police budget is £150 per head whereas other police forces is £163 per head with London being £400+ per head.

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

- Community Governance Review – AB provided further explanation; there are two methods for boundaries and/or number of Councillors to be changed. The first is for it to be requested by the Parish/Town Council, the second is a trigger (due to population increase for example). Wiltshire Councillors represent a set number of

residents (+/- 5%) however the north of the county has a lot of disparity. Wiltshire Council are reviewing this and the Parish Council's opinions will be sought at certain points of the process.

- Tree cutting on behalf of Scottish and Southern – there are five trees in the park; Scottish and Southern will be speaking to David Barnes regarding these.
- Upcoming consultation on speed limit and weight restrictions proposals – KW went through the proposals. As part of the review, it is recommended the roads in Tockenham village be reduced to 20mph. Due to this recommendation the application currently with LHFIC will be cancelled and Tockenham Parish Council will no longer be required to contribute £775 towards the change in speed limit around Tockenham village.

## **6. Planning**

**PL/2024/07098**

**APP/Y3940/W/25/3364716**

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

Appeal Decision – appeal dismissed

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

**ENF/2023/00715**

**APP/Y3940/C/25/3369154**

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

An appeal against an Enforcement Notice in respect of the above site. (Linked to appeal above).

Appeal Decision – appeal dismissed and enforcement notice upheld

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

Members noted the outcome of the appeal and noted the Enforcement Notice was upheld.

### **Enforcement Notice**

Land opposite Miracle Trees on the C120.

DK provided an updated that Enforcement Officers had visited the site and confirmed the land is being used for agricultural purposes (growing and livestock); with the caravan being used as a welfare unit. Wiltshire Council will continue to monitor the site.

**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: 10<sup>th</sup> September 2025

Members requested the above application be included on the agenda for January as nothing further has been received from Wiltshire Council despite the deadline having passed.

## **7. Finance and Administration**

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

Council to approve for payment: -

### **Retrospective Items:-**

- J Marshal - £69 for winter plants

### **Invoices to be approved:-**

- Wiltshire Council - £280 for uncontested elections costs May 2025
- Information Commissioners Office Annual Data Protection Fee - £47 (£52 fee with a £5 reduction by paying with direct debit; to be taken by direct debt on/around 29<sup>th</sup> November 2025)
- K Woolnough - £35.99 for wood stain (as agreed at September meeting)
- K Woolnough - £6.64 for 5L of fuel for generator test run
- TEEC - £28.80 for email storage increase
- Clerk's Salary - £282.20
- HMRC for Clerk's salary - £70.60
- J Marshall – £38.10 for wine for the 'Mower Men'
- J Marshall - £11.66 for refreshments for the opening of the play park
- D Kirby - £20 for poppy wreath for Remembrance Sunday

Proposed by DK and seconded by IC. KW to set up Wiltshire Council, TEEC, salary, HMRC and J Marshall payments with DK to authorize. KW to set up D Kirby payment with JM to authorize. DK to set up K Woolnough payments with JM to authorize. All invoices approved unanimously.

Members noted the bank balance. DK commented that the play equipment invoice will be paid shortly; DK to speak to Mary about the grant money. The invoice for the play equipment will not be £600 less as advised at the September meeting.

Members authorised JM to purchase prizes for the Christmas Wreath competition.

Members authorised KW to purchase mouse traps up to a cost of £20.

## **8. Draft Budget 2026/27 (Appendix A)**

Members discussed the draft budget for 2026/27.

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

- Community First Insurance £520
- Clerk's Salary to be increased by 5%
- HMRC to be increased to take into account the above
- Play Equipment Replacement to be removed
- D Barnes Rent £1 (for rent of the park)
- Community Led Plan Projects; name to be changed to Community Projects £6,000

- Road Signage; name to be changed to Signage £200
- Village Flowers £400
- New heading required – Legal Fees £1,250
- New heading required – Survey £2,000
- New heading required – Hall Hire £128

Precept will increase; likely £15,000. EB to bring to January meeting two different budget sheets; the first with the above three new headings listed, the second with them not listed but the money required to come from Community Projects.

#### **9. Tockenham Parish Council IT Policy (Appendix B)**

Members discussed the draft policy.

RESOLVED to approve the IT Policy; proposed by DK, seconded by IC, DK signed and dated the Policy, agreed unanimously by members who were present.

EB to research and provide details of training courses.

#### **10. Highway Matters**

- BT post A3102 junction at Primrose Hill

KW advised a resident has raised concerns about the visibility at the junction due to the post. AB has spoken to BT who have advised they are limited as to where the pole can be located.

- Highways Annex table (Appendix A)

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

##### Case 00381699 Fallen Tree

Case closed.

##### Tockenham Corner/ Primrose Hill – Flooding

Case closed.

##### Flooding – South of Rowley Copse C120

Case closed.

##### Road Degradation

KW has been speaking to Wiltshire Council Highways; the road degradation does not reach the level for intervention. KW to monitor and report findings to Wiltshire Council Highways. KW to write an article for the Parish Magazine.

#### **11. Playing Field / Play Area**

- Shed Maintenance

KW advised the stain has been used on the shed. The new sprayer worked very well, and one tin of stain was used. KW will do another coat in the spring.

KW advised the works for the ventilation are awaited.

- Play Equipment – Installation Updated

JM advised the new play equipment has been installed and a lot of positive feedback has been received. The opening event; held on Saturday 1<sup>st</sup> November 2025, went well.

New rubber safety matting has been installed; JM to speak to the Mower Men and ask that the blades be on a higher setting when going over the area with the matting.

JM to investigate new signs for the play park.

- Play Equipment – Tax Refund

DK advised due to the grant money; VAT can only be claimed back on the part Tockenham Parish Council are paying (i.e. £20,885).

DK to send Mary the invoice for the works, the grant will then be paid to Tockenham Parish Council so the full invoice can be paid.

## **12. Rights of Way**

IC advised he had spoken to former Councillor Nicholas Polkinghorne regarding outstanding matters. EB to provide a copy of the Rights of Way Annex to IC.

Beckett's Copse Blockage – DK advised that Wiltshire Council will be visiting the site and will update DK. DK unsure if the Environment Agency are involved.

## **13. Tockenham Emergency Community Hub (ECH) Update**

- Updated Emergency Plan

KW advised on Thursday 16<sup>th</sup> October 2025 they had borrowed 6 radios from Wootton Bassett Carnival to test the range and usefulness. The radios had good range and KW and Bill will investigate radios as part of the Emergency Plan. Likely cost is £85 per radio KW and Bill to investigate grant funding. The radios could be used for the Emergency Plan, Village Fair and Village Walk.

## **14. David Barnes Community Hall Trust**

- Survey

KW advised commercial surveyors are difficult to find. KW has one quote; one further company has been contacted; however the quote has not been received.

IC may have details of a company; IC to pass details onto KW.

- Charitable Incorporated Organisation (CIO) Application Survey

As part of the CIO Application to the Charity Commission it is recommended that the following guidance notes are read:

- i. Local Authorities (or Councils) as Trustees of Charities
- ii. Internal Financial Controls for Charities
- iii. The Essential Trustee

KW advised he had read the above documents.

IC advised he had read the above documents.

JM and DK advised they would read the above documents by 30<sup>th</sup> November 2025.

KW went through the Conflict of Interest Policy he had drafted. All members approved the Policy and agreed it be submitted as part of the CIO Application.

KW to draft the Risk Assessment and circulate to members.

KW, DK and IC to create the Financial Controls Checklist. This document does not need to be submitted with the CIO Application but the Charity Commission wants to know it is being created.

#### **15. Tockenham War Memorial**

KW advised he was contacted by a resident who was concerned about the condition of the War Memorial. The owner of the War Memorial is unknown, but an inspection was carried out in 2022 and the memorial is Grade II listed.

KW has carried out some research with the War Memorial Trust who have said:-

*'If a formal transfer of ownership at any point in the war memorial's history cannot be established, then the War Memorials (Local Authorities' Powers) Act 1923 and subsequent amendments enables local authorities to carry out work to war memorials within their area whether they officially 'own' them or not. However, please note that, although this Act gives such powers to local authorities it does not give an obligation to do so.*

*The Trust would suggest contacting the Conservation Officer at your local authority (normally in the conservation or planning department) for further clarification on their involvement with local war memorials.'*

KW suggested this would make a good project for the new Councillor; avenues for investigation being the War Memorial Trust and WALC.

DK reminded everyone that there will be a Remembrance Service and wreath laying at the War Memorial on Sunday 9<sup>th</sup> November 2025 at 10:50am.

#### **16. Councillor reports**

None.

#### **17. Date of Next Parish Meeting: 7<sup>th</sup> January 2026**

##### **Dates for future meetings:-**

Parish Meeting: 11<sup>th</sup> March 2026

Annual Parish Meeting: 8<sup>th</sup> April 2026

Annual General Meeting: 6<sup>th</sup> May 2026

Items for the next agenda include:-

- Village Litter Pick
- Spring Village Walk

*Meeting closed: 9:04pm*

Tockenham PC Budget

DRAFT Budget 2026/27 - Appendix A

Date of PC  
meeting  
agreed

Income	
Precept	£12,000.00
Vat refund	
Village Hall Committee	
Donations	
<b>Total</b>	<b>£12,000.00</b>

Expenditure	Budget 2025/26	Cumulative spend to Nov. 2024	Proposed 2026/27 Budget	Meeting 05/11/25	Agreed at Meeting on 07/01/2026	Notes
Community First Insurance	£480.00	£0.00	£510.00	£520.00		2025/26 was £508.18 (paid in March 2025)
Community First Subscription	£55.00	£50.00	£55.00	£55.00		
WALC subscription	£125.00	£106.64	£125.00	£125.00		
GOV.UK Domain Fees	£80.00	£0.00	£80.00	£80.00		2025/26 was £72 (paid in March 2025)
ICO registration/membership	£40.00	£47.00	£50.00	£50.00		
TEEC	£270.00	£28.80	£220.00	£220.00		2025/26 was £187.20 (paid in March 2025)
Donation to Community Magazine	£300.00	£300.00	£300.00	£300.00		
<b>Sub Total</b>	<b>£1,330.00</b>	<b>£532.44</b>	<b>£1,340.00</b>	<b>£1,350.00</b>		
Clerks salary	£1,770.00	£1,208.47	£1,770.00	Increase by 5%		
HMRC Clerks PAYE	£470.00	£302.20	£470.00	Calculate re above		
Clerks Expenses	£90.00	£4.25	£90.00	£90.00		
Payroll costs	£90.00	£153.00	£80.00	£80.00		Both payment for 2024/25 and 2025/26 were paid in this financial year
<b>Sub Total</b>	<b>£2,420.00</b>	<b>£1,667.92</b>	<b>£2,410.00</b>	<b>£170.00</b>		
Clirs Stationery & equipment	£40.00	£0.00	£40.00	£40.00		
Internal Audit	£80.00	£0.00	£80.00	£80.00		
<b>Sub Total</b>	<b>£120.00</b>	<b>£0.00</b>	<b>£120.00</b>	<b>£120.00</b>		
Playing Field Repairs	£700.00	£0.00	£500.00	£500.00		
Play equipment replacement	£2,500.00	£0.00	£2,500.00	REMOVE		
<b>Sub Total</b>	<b>£3,200.00</b>	<b>£0.00</b>	<b>£3,000.00</b>	<b>£500.00</b>		
Mower Fuel	£50.00	£8.89	£50.00	£50.00		
Mower Service	£100.00	£27.00	£100.00	£100.00		
<b>Sub Total</b>	<b>£150.00</b>	<b>£35.89</b>	<b>£150.00</b>	<b>£150.00</b>		
D. Barnes rent (Hall rent)	£4.00	£0.00	£0.00	£1.00		
<b>Sub Total</b>	<b>£4.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1.00</b>		
Community Led-Plan Projects	£4,000.00	£440.75	£4,000.00	£5,000.00		
Emergency Plan	£200.00	£46.00	£200.00	£200.00		
<b>Sub Total</b>	<b>£4,200.00</b>	<b>£486.75</b>	<b>£4,200.00</b>	<b>£5,200.00</b>		
Read-Signage	£0.00	£0.00	£0.00	£200.00		
<b>Sub Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£200.00</b>		
Noticeboard Restoration	£250.00	£0.00	£250.00	£250.00		
Materials for War Memorial	£50.00	£0.00	£50.00	£50.00		
Poppy Appeal	£30.00	£0.00	£30.00	£30.00		
Flagpole refurbishment	£40.00	£0.00	£40.00	£40.00		
<b>Sub Total</b>	<b>£370.00</b>	<b>£0.00</b>	<b>£370.00</b>	<b>£370.00</b>		
Village Flowers	£350.00	£188.00	£350.00	£400.00		
Village Fair (Prizes)	£40.00	£0.00	£40.00	£40.00		
Litter Pick	£10.00	£0.00	£10.00	£10.00		
<b>Sub Total</b>	<b>£400.00</b>	<b>£188.00</b>	<b>£400.00</b>	<b>£450.00</b>		
Training	£150.00	£0.00	£150.00	£150.00		
<b>Sub Total</b>	<b>£150.00</b>	<b>£0.00</b>	<b>£150.00</b>	<b>£150.00</b>		
Gifts	£100.00	£0.00	£100.00	£100.00		
<b>Sub Total</b>	<b>£100.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£100.00</b>		
Lagal Fees				£1,250		
Survey				£2,000		
Hall Hire				£128		
<b>Sub Total</b>				<b>£3,378</b>		
<b>Total</b>	<b>£12,444.00</b>	<b>£2,911.00</b>	<b>£12,240.00</b>	<b>TBC</b>		