

**TOCKENHAM PARISH COUNCIL**  
**MINUTES of the ANNUAL PARISH COUNCIL MEETING**  
**followed by the PARISH COUNCIL MEETING held on**  
**Wednesday 7<sup>th</sup> May 2025 at 7pm**

Present: Cllr Diana Kirby; Chair (DK), Cllr Kevin Woolnough (KW), Cllr Julie Marshall (JM), Cllr Ian Carter (IC), Cllr Nicholas Polkinghorne (NP), Wiltshire Cllr Allison Bucknell (AB), Emily Bourne; Clerk (EB), two members of the public.

**ANNUAL PARISH COUNCIL MEETING**

**1. Election of Officers**

Election of Chair

Cllr Kevin Woolnough proposed Cllr Diana Kirby, seconded by Cllr Julie Marshall, unanimously agreed.

Cllr Diana Kirby signed acceptance of office form.

Election of Vice-Chair

Cllr Diana Kirby proposed Cllr Kevin Woolnough, seconded by Cllr Nicholas Polkinghorne, unanimously agreed.

Cllr Kevin Woolnough signed acceptance of office form.

**2. Apologies for Absence**

None.

**3. Other Responsibilities**

Roles of Councillors as follows:-

Highways – Cllr Kevin Woolnough

Play Area – Cllr Julie Marshall

Rights of Way – Cllr Nicholas Polkinghorne

Due to being a first time Councillor; Cllr Ian Carter was not given a specific role to allow him to understand the role of a Parish Councillor before taking on additional roles and responsibilities. Cllr Ian Carter to be given additional roles/responsibilities at a later meeting.

**4. Calendar of Meetings**

RESOLVED to approve the following dates for future meetings:-

All meetings will be held in Tockenham Village Hall and commence at 7pm.

2<sup>nd</sup> July 2025

3<sup>rd</sup> September 2025

5<sup>th</sup> November 2025 – subject to change due to being bonfire night.

7<sup>th</sup> January 2026

11<sup>th</sup> March 2026

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

Annual Parish Council Meeting: 6<sup>th</sup> May 2026

DK to book the Village Hall for the above dates.

*Annual Parish Council Meeting closed at 7:04pm and Parish Council Meeting started.*

## **PARISH COUNCIL MEETING**

### **Public Question Time**

Two members of the public were present.

Member of the public; Simon Hughes, spoke about the flooding at Tockenham Corner and provided pictures of the reduced size of the culvert, previous flooding of the road and erosion of the road/under the A3102. KW provided an update on Wiltshire Council Highways' site visit and engineer's advice that increasing the size of the culvert would result in increased flooding. KW to contact Simon with the date of the next Wiltshire Council Highways' site visit, once confirmed; to allow Simon to attend and speak directly to the Highway Engineer. Simon also provided DK with his email address so he can be sent the village newsletter.

Member of the public; Geoff Cowling, advised he was attending the meeting to represent Mr and Mrs Arnold whose property had flooded in the past. Geoff advised that they had made concrete re-enforcements and moved the electrics for the cesspit 3-feet off the ground. KW and DK commented that they had both been shown the flooding contingencies by Mrs Arnold and were impressed by them.

### **Reports from Wiltshire Councillor**

Verbal report received from Wiltshire Councillor Allison Bucknell. AB advised after the recent election there are 42 first time Councillors and no one party has overall control. The Liberal Democrats have the most seats but not a majority. The first meeting is 20<sup>th</sup> May 2025 where chairs will be selected. The Area Board will have three first time Councillors on the board. Wiltshire Connect Bus Service is up and running. AB to give some leaflets to DK to publicise the service.

## **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 12<sup>th</sup> March 2025; proposed by JM, seconded by IC, DK signed, agreed unanimously by members who were present.

### **4. Clerk's Report**

All items were noted and the following were discussed:-

- Notes from Community Care Group meeting – 19<sup>th</sup> March 2025

DK provided an update. Care UK, CAB and other organisations have combined under one umbrella – Carers Together. On 31<sup>st</sup> May 2025 there is an event being held at the Memorial Hall in Royal Wootton Bassett for Carers.

- WALC Chairs Event & Councillor – 22<sup>nd</sup> April 2025

The Chairs Event is to be held on 16<sup>th</sup> May 2025. DK advised she is unable to attend due to a prior commitment.

- RWB Mayor Making Ceremony – 11<sup>th</sup> April 2025

The ceremony is to be held on 15<sup>th</sup> May 2025. KW advised he will be attending the event and representing Tockenham Parish Council.

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

- Wessex Water funding opportunity for environmental projects – 23<sup>rd</sup> April 2025  
DK advised she had passed this onto the Village Hall Committee. KW to speak to Richard Walker about the trees planted on Tim Webb's land. Approximately 20 trees have failed and funding for replacements could come from Wessex Water.
- Update of signage and temporary traffic regulation orders – 24<sup>th</sup> April 2025  
AB advised Wiltshire Council Highways are expected to send an email asking for Parish Council comments on the temporary speed and weight limit signs. Agreed to wait for the Wiltshire Council Highways email and discuss at the relevant meeting.
- RWB and Cricklade Area Board Community Safeguarding Meeting of 14/3/25  
DK advised the meeting was a Community Safety Meeting rather than Safeguarding. There was discussion of youth commissioners; minutes passed to JM to read through.

## **5. Planning**

Application No: PL/2025/03664

Application Type: Householder planning permission

Site Address: Spinners End, 24 Primrose Hill, Tockenham, Swindon SN4 7PG

Proposal: 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.

Link: <https://shorturl.at/61E1M>

Consultation Deadline: 26<sup>th</sup> May 2025

DK and KW advised they had both visited the site.

RESOLVED to support the application; proposed by DK, seconded by JM, agreed unanimously by members who were present.

DK to contact Wiltshire Council Planning with comments.

## **6. Finance and Administration**

**Retrospective Items:-**

- Community First, Wiltshire Village Hall Association membership £50
- WALC, WALC & NALC subscriptions £106.64
- P Jones, Generator fuel £7
- A E Donate, Defib items £86.77
- Lloyds, Bank charges £4.25
- P Jones, Extension lead £10.86
- Sue Wright, Annual Payroll Admin (2024/25) £75

**Invoices approved:-**

- Clerks Salary - £282.40
- HMRC for Clerk's salary - £70.40
- David Turner, Annual Payroll Admin (2025/26) - £78
- David Barnes, Annual Village Hall Rent (2025/26) - £2 (*to be paid by cheque*)

- Community Magazine Donation - £300
- Julie Marshall for flowers - £40

This item was brought up at the meeting.

Proposed by KW and seconded by JM, all invoices approved unanimously by members who were present. KW to set up payments and NP to authorise.

Cheque for David Barnes signed by DK and KW. DK to hand delivery cheque to David Barnes.

Members noted the bank balance.

### **Bank Signatories**

KW to contact Lloyds Bank to remove Former Councillor Richard Walker from the bank as a signatory and to apply for IC to be added to the bank as a signatory.

### **Councillor Email Addresses**

EB to contact provider to close the email account

([rwalker@tockenhamparishcouncil.gov.uk](mailto:rwalker@tockenhamparishcouncil.gov.uk)) for Former Councillor Richard Walker and to create a .gov.uk Councillor email account for IC.

## **7. Highway Matters**

- **Highways Annex table (Appendix A)**  
KW advised there is no Parish Steward visit for May as all Parish Stewards are carrying out visibility verge works.
- **20mph Speed Limit Assessment**  
KW advised an application has been submitted to Wiltshire Council and will be considered at the LHFIG meeting on 28<sup>th</sup> May 2025.
- **Wiltshire Council Site Visit**  
KW advised a site visit with Wiltshire Council Highways is being arranged, everything on the annex list, including Tockenham corner, will be visited. Date of site visit to be confirmed.
- **Junction A3102 – Tockenham Corner**  
KW advised there was an incident by the abattoir; AB has requested a safety review. A note will be going into the magazine about reporting incidents to KW so these can be relayed to Wiltshire Council.

Residents asked to pass any comments, concerns and/or incidents on to KW so information can be compiled and passed onto Wiltshire Council as the Highway authority.

- **Passing Bay**  
KW advised the proposed new passing bay on the C120 at Rowley Copse had been scheduled for construction in May 2025. However, a recent survey has revealed an unexpected BT cable below the surface of the verge. This project has therefore been brought to an end by the prohibitively high cost of re siting this cable.

## **8. Play Area**

### **■ Play equipment assessment**

JM advised she had had a meeting and site visit with Peter from Rhino Play. JM showed Peter the sinkage of the site, which has now all settled. Peter advised safety standards had changed since the current play equipment was installed 24 years ago. Rhino Play is unable to replace the equipment that has been removed previously but can offer smaller pieces to fill in the gaps.

Rhino Play provided a quote for the replacement of all the equipment. The installation could be completed as one large project or items could be installed one at a time over a period of years.

Rhino Play offer a 25-year guarantee on their equipment and they use recycled plastic as well as sustainable timber.

JM to contact Rhino Play for confirmation as to how long the quote lasts.

JM to contact two additional companies to obtain like for like quotes. EB to provide JM with contact details for some play park companies used by neighbouring town; Royal Wootton Bassett. AB to provide JM with details of the company Dauntsey Parish Council used for their recent installation which utilised grant funding.

DK to contact Mary Hardgewick of Community First regarding the Landfill Community Fund.

### **■ Shed Maintenance Work**

KW advised few volunteers have come forward to help stain the shed. Therefore, KW would like to investigate sprayers and obtain quotes for the same. Agreed; KW to look for a suitable sprayer to stain the shed and provide details at the next meeting in July 2025.

## **9. Rights of Way**

### **■ Rights of Way Annex table (Appendix B)**

NP discussed the Rights of Way Annex table (copy included in these minutes). There are no changes from the previous version attached to the minutes of the March 2025 meeting.

NP advised Tock7 has become overgrown, and NP will report this to Wiltshire Council.

NP advised the Right of Way article will go into the June edition of the magazine.

DK commented that a resident had contacted her regarding an electric fence on a Right of Way however this may have been removed. DK to follow up with the resident and confirm with NP.

The Spring Walk has been arranged for 11am on 8<sup>th</sup> June 2025. The walk is approximately 2.2 miles and should take about one hour to complete. The walk will start from Tockenham Corner and cover footpaths on the other side of the A3102; with a

ploughman's lunch provided afterwards in the village hall. JM to arrange refreshments. NP to speak to Richard Walker regarding environmental/wildlife talks along the route of the walk.

#### **10. Environment**

DK advised as part of his role as Councillor Richard Walker was responsible for the environment and joined the Clyffe Wildlife Group. Richard provided a copy of the Clyffe Wildlife Group April Newsletter and a short synopsis below:-

Bird numbers, especially chaffinches, have risen thanks to sunflower and bean planting along Wood Street. Planned events for this year, include a midsummer meadow walk and BBQ, field info boards with QR codes, a harvest visit to Upper Bupton Farm, a pond and copse walk, a Christmas circular walk, and January wassailing. Residents are encouraged to engage with nature and share ideas to boost local wildlife and landscape.

At the moment several villagers from Tockenham attend these events and the Wildlife Group would like to see more wildlife enthusiast from our village attend future events. If you are interested, please contact Tony Currivan [clyfffenature@gmail.com](mailto:clyfffenature@gmail.com) , we plan to send round event details nearer the time.

#### **11. Councillor reports**

KW advised he has an upcoming Zoom meeting with the resilience team regarding the emergency plan.

#### **12. Date of Next Parish Meeting: 2<sup>nd</sup> July 2025**

Dates for future meetings:-

3<sup>rd</sup> September 2025

5<sup>th</sup> November 2025 – subject to change due to being bonfire night.

7<sup>th</sup> January 2026

11<sup>th</sup> March 2026

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

Annual Parish Council Meeting: 6<sup>th</sup> May 2026

*Meeting closed: 9:40pm*

## Highways Annex A - dated 29 April 2025.

| Issue  | Date Reported   | By Whom | To           | Progress   |
|--|---|---------|--------------|--|
| Parish Steward Visits 2025<br>Usually, on a Thursday in month.   | <b>Next Visits 2025</b><br>Nil visit May.<br>25 June. |         |              | Any issues to be reported to KW for Parish Steward's next visit.   |
| West Tockenham, Flooding. C120 Main Village  | Aprl 23   | DK      | WC           | Blocking gully investigations at Field view indicates a link to main Village flooding issues.<br>Work carried out 21 <sup>st</sup> Nov 24 however main Village flooded after this during 'Storm Bert' Nov 24.    |
| Tockenham Wick, Flooding<br><br><i>Update from site visit 9<sup>th</sup> Oct 2024 with David Arnup (DA) and Martin Cook (MC).</i><br>21 <sup>st</sup> Nov Chase email to MC – Reply, MC chasing Drainage Team for meeting. | April 23  | KW      | WC           | KW had a further site meeting with DA and MC 9 <sup>th</sup> Oct 2024.<br>Investigations to proceed looking at alternative measures to reduce flood risk.<br>Action DA and MC.                                   |
| Tockenham Corner / Primrose Hill - Flooding<br>Request for review of findings following WC Drainage Team site visit July 2024.   | Nov 2024  | KW      | WC<br>AB     | Wiltshire Councillor (AB) assured of site visit after 6 May 2025.<br><b>Date TBC</b>   |
| Potholes Mermaid Corner C120 junction with Preston Lane Case No 00213815.  | Feb 2025  | KW      | WC           | Works carried out 13 Feb 25.<br>Not completed – New Potholes developed since.  |
| Opposite Field View - No 1 Tockenham. Blocked drain/gully. Road area by sewage plant now breaking up due to constant flow of water.<br>Issue linked to main Village flooding. SEE ABOVE                                    | Sept 23   | KW      | WC           | Case No.00125935.<br>Investigation Aug 24 shows fractured pipe. Works due Oct 24.<br>Works carried out 21 <sup>st</sup> Nov 24.  |
| Flooding – south of Rowley Copse.  | Nov 24  | KW      | WC           | Culvert blasted. Awaiting possible watercourse re-direction work by landowner east side of culvert.<br>NOTE – Concerns exist that this may impact on Tockenham Corner.<br>Awaiting advice from WC Drainage Team. |
| Junction with Preston Lane C130. – Mermaid Corner. Continuous flooding.<br><i>Update – Nov 24 KW chase email to MC/DA to hasten works request.</i>   | Nov 23  | KW      | WC           | Case number is 0013210.<br>Requires extensive surveys.<br>Following site meeting with KW and AB, drainage and highways teams to work together to investigate.  |
| Pothole case No.- Greenway 148264<br>Orchard Lane – 148105 and 148101<br>Greenway 144238.  | Jan 24  | KW      | My Wilts App | Reported.<br>Awaiting repair/investigation.<br>Ongoing as C class road – low priority.   |
| Case 6487 - A3102 Tockenham Corner Junction<br>Flooding at Culvert.  | Jan 24  | KW      | My Wilts App | <b>Case closed Apr 2025.</b>   |



### Tockenham Parish Council RoWs Appendix

| Issue   | Case #   | Date Reported | By Whom | To | Progress  |
|---|----------|---------------|---------|----|---|
| Trow Lane entrance (Tock Parish) - At entrance to ROW post leaning heavily requires re-insertion into ground. | 00132308 | 11/11/23      | KW      | WC | Still being handed over – spoke to WC who are chasing |
| Entrance to Tock 4/10 sign post down and propped up against metal field gate                                  | 00181753 | 7/8/24        | KW      | WC | Same as above?  |
| Tock 11/10 Handrail insecure and detached from footings   | 00133938 | 21/11/23      | KW      | WC | Still being handed over – spoke to WC who are chasing |
| LYNE 24/10 (Tock Parish) Bridge repair on brook/stream crossing. Whole structure failure                      | 00095032 | 14/02/23      | KW      | WC | Still being handed over – spoke to WC who are chasing |
| TOCK8 The stile is broken   | 00190589 | 11/10/24      | NP      | WC | Still being handed over – spoke to WC who are chasing |
| TOCK7 Bridge broken   | 00190592 | 11/10/24      | NP      | WC | Still being handed over – spoke to WC who are chasing |