

TOCKENHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Wednesday 12th March 2025 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

No members of the public were present.

Reports from Wiltshire Councillor

7:25pm – Wiltshire Cllr Allison Bucknell arrived. Apologies were given for being late.

Verbal report received from Wiltshire Councillor Allison Bucknell. AB advised Council Tax would raise by 4.5% for the 2025/26 financial year. Regarding the election, AB advised she would remain the Wiltshire Councillor for the area until 4th May 2025 when the results of the election are announced. A date is still waited for the completion of Lyneham Banks. Regarding the Depravation Festival at Pound Farm, AB confirmed up to 500 people are allowed but an Event Management Plan is required.

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 8th January 2025; proposed by KW, seconded by JM, DK signed, agreed unanimously by members who were present.

4. Clerk's Report

All items were noted and the following were discussed:-

- Wiltshire Wildlife: Invasive species in your Parish – 26th February 2025

Poster to be put on the noticeboard and EB confirmed information is on the website. NP advised the Google Lens app is useful for identifying plants.

Other items for discussion; all previously circulated: -

- Wiltshire Independent Remuneration Panel (IRP) - City, town and parish allowances – 31st January 2025

Further information required. DK to speak to AB regarding the likelihood of this happening, the policy and the process.

- Safety of lithium-ion batteries campaign – 31st January 2025

Agreed this was a good idea and to make people aware batteries should be placed in a sealed clear sandwich bag on top of the blue lidded recycling bin for collection.

5. Planning

None.

6. Finance and Administration

Payment of £50 to the The Fire Fighters Charity (Charity Number 1093387) was noted.

Retrospective Items:-

- None.

Invoices to be approved:-

- Clerks Salary - £282.20
- HMRC for Clerk's salary - £70.60
- Kevin Woolnough - £67.85 for stationery equipment for the Emergency Plan as approved at the meeting of 8th January 2025.
- Kevin Woolnough - £16.50 for two padlocks for the Emergency Plan as approved at the meeting of 8th January 2025.
- Teec (website and email host) - £259.20
- Julie Marshall for petrol for lawn mowers - £15.59

This item was brought up at the meeting.

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

Members noted the bank balance.

- Community First (Insurance) - £447.32

Members agreed to pay the above item however before payment is made members wanted clarification from the insurers as to the following:-

- i. The War Memorial is listed as an asset however the Parish Council do not own it but rather, they are covering it on behalf of the community. If something happened to the War Memorial would the insurers pay out if the Parish Council cannot prove ownership.
- ii. The play equipment is listed as £15,000 however replacements would be more like £30,000; can the cover be increased.
- iii. Would increasing the excess decrease the premium.

DK to contact the insurers and obtain details of the above prior to payment being made.

- AEDdonate (Defib items) - £86.77

Members agreed to pay the above item however payment to be made in April once invoice received.

DK advised members that reserves were; £20,000 for play equipment and £6,153 for community projects which includes £3,000 for passing places. DK confirmed the list of reserves would be circulated to members after the meeting.

Teec payment – Members agreed to make the payment but want to look into different companies with a possibility of changing providers; to be reviewed in January 2026.

7. Appointment of Internal Auditor

DK to speak to Mike Cook about carrying out the internal audit as he has carried this out in the past.

8. Spring Litter Pick

Members agreed the Spring Litter pick would be 10am on Saturday 12th April 2025. JM advised she is unable to attend but would organize the milk and cake. KW advised the equipment from last year is still available. DK to book the hall and send an email to residents and put an article in the magazine.

9. Playing Field / Park

Need volunteers to treat the shed. Suggestion for the shed to be treated on Saturday 12th April 2025; weather permitting, at the same time as the Spring Litter Pick.

10. General EMP Situation

The EMP is nearing completion with the final exercise on 29th March 2025. A pre-exercise meeting has been arranged for DK, KW, Bill and Mike for 24th March. DK and KW to speak to Bill and Mike about their advice/view of an annual review. Also speak to the whole group on 29th March for their opinions about an annual review.

11. Highway Matters

▪ January 2025 C120 Metro Count Results

KW advised members that the seven-day average was 24mph or below. A 20mph assessment through Wiltshire Council LHFIF could be arranged for £3,100 with the Parish Council paying a 10% contribution. Any application submitted to LHFIF now would be considered in May 2025.

Members agreed that KW should complete the LHFIF application for a 20mph assessment and submit to LHFIF for their consideration.

▪ Update on start date for C120 Rowley Copse Passing Bay

KW advised the date of 5th May 2025 had been set for works to commence. However shallow cables have been located and further investigations with Gigaclear and BT are underway; unclear whether this will affect 5th May start date.

The cost of the works was previously advised at £12,000 however this has now increased to £15,355; with the Parish Council contributing 25% of the cost.

▪ Highways Annex table (Appendix A)

KW discussed the Highways Annex table (copy included in these minutes). Not many changes other than two closed cases which will be removed from the table for the next meeting. For the Tockenham Wick flooding; a survey has been done and there is a commitment to do the work but no dates have been set.

New item to be added to the Annex Table regarding the flooding at Tockenham Corner; this area floods when water levels are high not just in a storm. Residents have done all they can to mitigate their properties flooding and are requesting landowners dig their ditches. KW explained that on a site visit with Wiltshire Council Officers in July 2024 the advice was

that bigger culverts and digging out the ditches would cause Tockenham Corner to flood more. KW is arranging a second site visit to establish alternative measures to reduce the flooding in the area.

12. Play Area

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

There is a pile of Christmas tree cuttings in the park waiting to be moved into the allotments.

JM is looking at an additional item for the play area; approximate price £400 however JM is waiting to hear from a company for further details.

There are six volunteers for cutting the grass and JM has sent the rota to everyone. The petrol for the mowers has been refilled.

13. Rights of Way

- Rights of Way Annex table (Appendix B)

NP discussed the Rights of Way Annex table (copy included in these minutes). NP advised there were no additional items added to the annex table since the last meeting; due to the poor weather the paths are not being used regularly.

NP has received no volunteers for his 'Footpath Group' however NP would do an article for the magazine asking for volunteers.

Wiltshire Council funding is available for maintenance works to footpaths via the Solar Farm Fund.

NP advised he attended the WALC Rights of Way Webinar on 24th February 2025 and provided the following information:-

- There were two speakers, one was Peter Gallagher from the Ramblers and Nigel Linge from Wiltshire & Swindon Countryside Access Forum.
- Wiltshire Council is struggling to maintain its obligations due to funding and so was increasingly looking to other means such as volunteers. The words "priority basis" were used.
- Definitive Map changes: there was talk around how there are various resources to look at to apply to update inaccuracies on the definitive map however the backlog to clear the applications is 45 years (there are 360 outstanding and they do eight per year).
- Nigel mentioned the base line facts:
 - Wiltshire Council now has 30% fewer staff.
 - Each countryside access officer has 1000kms Rights of Way to cover vs the average Parish Council which has 24 kms.
- Nigel made the point that "well maintained, well signed & waymarked" Rights of Ways are more likely to be used which also helps keep the landowners happy.
- From the questions and feedback a lot of Parish Councils are having issues with

landowners blocking the paths, fly tipping etc. which Tockenham are relatively unaffected by.

The date for the Spring Walk was set for Sunday 8th June 2025. DK to send an email to the village regarding the date. NP and RW to discuss the walk and come up with a route that would allow a wildlife/environmental talk to be carried out at the same time.

14. Environment

In relation to Pauline's tree KW to speak to Ed to confirm he is happy for another tree to be planted in the current row. Once agreed KW and RW to meet to confirm the location and species of the tree. The last two trees planted were flowering cherries; the new tree should be a small ornamental tree. Suggestion that the village could attend the planting once the date is known.

RW advised the LNRS is going to public consultation and there are three webinars (general, technical focused and farming focused); RW will be attending general and farming. At the next meeting of the Clyffe Pypard and Bushton Wildlife Group the LNRS will be discussed, and comments will be submitted to Wiltshire Council.

RW to submit details of events of the Wildlife Group to the magazine and put details on the noticeboard.

RW advised that Wiltshire Council are testing electric waste vehicles in Calne, Chippenham and Salisbury.

At the next meeting to consider electric charging points for Tockenham; KW to look at whether grants are available. Question as to whether Tockenham require electric charging points; survey to be carried out.

15. Councillor reports

- Upcoming Election – 1st May 2025

DK to send information to village advising of the election on 1st May 2025.

16. Date of Next Parish Meeting:

Dates for future meetings:-

Parish Meeting:

Annual Parish Meeting: 9th April 2025 – NP advised he would be unable to attend this meeting. DK to put an article in the magazine about the meeting and remind groups that written reports are required.

Annual General Meeting: 7th May 2025 – in future to be referred to as Annual Parish Council Meeting.

Meeting closed: 9:25pm

Highways Annex A - dated 23 February 2025.

| Issue | Date Reported | By Whom | To | Progress |
|--|-----------------------------------|---------|--------------|--|
| Parish Steward Visits 2023 Usually, on a Thursday in month. | Next Visits 2025 26 Mar | | | 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. Work carried out 21 st Nov 24 however main Village flooded after this during 'Storm Bert' Nov 24. |
| Tockenham Wick, Flooding <i>Update from site visit 9th Oct 2024 with David Arnup (DA) and Martin Cook (MC).</i> 21 st 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 th Oct 2024. Investigations to proceed looking at alternative measures to reduce flood risk. Action DA and MC. |
| Request for deterrent to avoid domestic fence damage from large vehicles mounting kerb at corner of Orchard Lane/C130 Junction <i>Update 9th Oct 2024 from David Arnup</i> | May 23 | KW | WC | Deterrent - due installation 2024 Case closed - Work completed. |
| Potholes Mermaid Corner C120 junction with Preston Lane Case No 00213815. | Feb 2025 | KW | WC | Works carried out 13 Feb 25. 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. Issue linked to main Village flooding. SEE ABOVE | Sept 23 | KW | WC | Case No.00125935. Investigation Aug 24 shows fractured pipe. Works due Oct 24. Works carried out 21 st 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. NOTE – Concerns exist that this may impact on Tockenham Corner. Awaiting advice from WC Drainage Team. |
| Junction with Preston Lane C130. – Mermaid Corner. Continuous flooding. <i>Update – Nov 24 KW chase email to MC/DA to hasten works request.</i> | Nov 23 | KW | WC | Case number is 0013210. Requires extensive surveys. Following site meeting with KW and AB, drainage and highways teams to work together to investigate. |
| Pothole case No.- Greenway 148264 Orchard Lane – 148105 and 148101 Greenway 144238. | Jan 24 | KW | My Wilts App | Reported. Awaiting repair/investigation. Ongoing as C class road – low priority. |
| Progressive surface damage to C130 Orchard Lane. DA site visit identified that ditch east side of C130 no longer exists and should be re-inserted by Queens Court landowner. | March 24 | KW | WC | Work completed Feb 2025. Case closed. |

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 |